

**COMMITTED TO EXCELLENCE**



**2016 - 2017 Student Handbook**

# **GLEN ROSE HIGH SCHOOL**

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**14334 HWY. 67**

**MALVERN, AR 72104**

**SUSAN BLOCKBURGER, PRINCIPAL**



**"EXPECT THE BEST"**





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**Arkansas law 7-17-106 states that it is unlawful for any person to use profane, violent, vulgar, abusive or insulting language toward any public school employee during the course of his/her duties. Said person shall be guilty of a misdemeanor and upon conviction be liable for a fine of not less than \$100 nor more than \$1,500.**

**No unauthorized person (non-student) shall purposely enter or remain unlawfully in a school or vehicle on the school premises. (Criminal trespass – A.C.A. 5-39-203)**

## **FEDERAL AND STATE LAWS**

Glen Rose High School complies with all applicable state and federal laws. Parents or students may obtain information relating to specific laws in the principal's office.

## **MISSION STATEMENT**

The purpose of Glen Rose High School is to provide opportunities for:

- Developing personal growth and character,
- Helping students to become responsible citizens,
- Achieving academic and vocational success,
- Acquiring skills needed to succeed in a technology-oriented world.

## **CLOSED CAMPUS**

All schools in the Glen Rose School District shall operate closed campuses. Students are required to stay on campus from their arrival until dismissal at the end of the regular school day, unless given permission to leave the campus by a school official. Students must sign out in the office upon their departure.

Last Revised: June 19, 2012

## **COMPLAINTS**

The Glen Rose School District Board Policy states that any complaints of a general nature should be made to the administration. Complaints should follow the chain of command beginning with the building principal. If they are not resolved, the next step in the chain of command will be the superintendent.

## **EQUAL EDUCATIONAL OPPORTUNITY**

No student in the Glen Rose School District on the grounds of race, color, religion, national origin, sex, sexual orientation, gender identity, age, or disability be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any program or activity sponsored by the District. The District has a limited open forum granting equal access to the Boys Scouts of American and other youth groups.

Inquiries on non-discrimination may be directed to the Equity Coordinator at (501) 332-3694, ext. 5.

For further information on notice of non-discrimination or to file a complaint, visit <http://wdcrobcolp01.ed.gov/CFAPPS/OCR/contactus.cfm>; for the address and the phone number of the office that serves your area or call 1-800-421-3481.

Legal References: 28 C.F.R. § 35.106; 34 C.F.R. § 100.6; 34 C.F.R. § 104.8; 34 C.F.R. § 106.9;  
34 C.F.R. § 108.9; 34 C.F.R. § 110.25

Date Adopted: June 6, 2002; Last Revised: March 14, 2016

## **OFFICE HOURS**

The Glen Rose High School office hours are from 7:30 a.m. to 4:00 p.m. each day during the school year. Summer hours will be posted.

## **ABSENCES & ATTENDANCE**

If any student's Individual Education Program (IEP) or 504 Plan conflicts with this policy, the requirements of the student's IEP or 504 Plan take precedence.

Education is more than the grades students receive in their courses. Important as that is, students' regular attendance at school is essential to their social and cultural development and helps prepare them to accept responsibilities they will face as an adult. Interactions with other students and participation in the instruction within the classroom enrich the learning environment and promote a continuity of instruction which results in higher student achievement.

Absences for students enrolled in digital courses shall be determined by the online attendance and time the student is working on the course rather than the student's physical presence at school. Students who are scheduled to have a dedicated period for a digital class shall not be considered absent if the student logs the correct amount of time and completes any required assignments; however, a student who fails to be physically present for an assigned period may be disciplined in accordance with the District's truancy policy.

### **Excused Absences**

Excused absences are those where the student was on official school business or when the absence was due to one of the following reasons:

1. The student's illness or when attendance could jeopardize the health of other students is medically documented, and approved by the principal;
2. Death or serious illness in their immediate family;
3. Observance of recognized holidays observed by the student's faith;
4. Attendance at an appointment with a government agency;
5. Attendance at a medical appointment;
6. Exceptional circumstances with prior approval of the principal; or
7. Participation in an FFA, FCCLA, or 4-H sanctioned activity;
8. Participation in the election poll workers program for high school students.
9. Absences granted to allow a student to visit his/her parent or legal guardian who is a member of the military and been called to active duty, is on leave from active duty, or has returned from deployment to a combat zone or combat support posting. The number of additional excused absences shall be at the discretion of the superintendent or designee.
10. Absences granted, at the Superintendent's discretion, to seventeen (17) year-old students who join the Arkansas National Guard while in eleventh grade to complete basic combat training between grades eleven (11) and (12).
11. Absences for students excluded from school by the Arkansas Department of Health during a disease outbreak because the student has an immunization waiver or whose immunizations are not up to date.

A written statement presented for an absence having occurred more than five (5) school days prior to its presentation will **not** be accepted.

Students who serve as pages for a member of the General Assembly shall be considered on instructional assignment and shall not be considered absent from school for the day the student is serving as a page.

### **Unexcused Absences**

Absences not defined above with accompanying official documentation presented in the timeline required by this policy, shall be considered as unexcused absences. Students with eight (8) unexcused absences in a course in a semester shall not receive credit for that course. At the discretion of the principal after consultation with persons having knowledge of the circumstances of the unexcused absences, the student may be denied promotion or graduation. Excessive absences shall not be a reason for expulsion or dismissal of a student.

When a student has three (3) unexcused absences, his/her parents, guardians, or persons in loco parentis shall be notified. Notification shall be by telephone by the end of the school day in which such absence occurred or by regular mail with a return address sent no later than the following school day.

Whenever a student has four (4) unexcused absences in a semester, the District shall notify the prosecuting authority and the parent, guardian, or persons in loco parentis shall be subject to a civil penalty as prescribed by law.

It is the Arkansas General Assembly's intention that students having excessive absences be given assistance in obtaining credit for their courses. Therefore, at any time prior to when a student exceeds the number of unexcused absences permitted by this policy, the student, or his/her parent, guardian, or person in loco parentis may petition the school or district's administration for special arrangements to address the student's unexcused absences. If formal arrangements are granted, they shall be formalized into a written agreement which will include the conditions of the agreement and the consequences for failing to fulfill the agreement's requirements. The agreement shall be signed by the student, the student's parent, guardian, or person in loco parentis, and the school or district administrator or designee.

Students who attend in-school suspension shall not be counted absent for those days.

Days missed due to out-of-school suspension or expulsion shall be unexcused absences.

The District shall notify the Department of Finance and Administration whenever a student fourteen (14) years of age or older is no longer in school. The Department of Finance and Administration is required to suspend the former student's operator's license unless he/she meets certain requirements specified in the statute.

Applicants for an instruction permit or for a driver's license by persons less than eighteen (18) years old on October 1 of any year are required to provide proof of a high school diploma or enrollment and regular attendance in an adult education program or a public, private, or parochial school prior to receiving an instruction permit. To be issued a driver's license, a student enrolled in school shall present proof of a "C" average for the previous semester or similar equivalent grading period for which grades are reported as part of the student's permanent record.

Legal References:       A.C.A. § 6-4-302; A.C.A. § 6-18-209; A.C.A. § 6-18-220; A.C.A. § 6-18-222;  
                                  A.C.A. § 6-18-229; A.C.A. § 6-18-231; A.C.A. § 6-18-507(g); A.C.A. § 6-18-702  
                                  A.C.A. § 7-4-116; A.C.A. § 9-28-113(f); A.C.A. § 27-16-701

Cross References:       MAKE-UP WORK; IMMUNIZATIONS

Last Revised: July 18, 2016

## **ACADEMIC DISHONESTY**

Any student involved in an act of academic dishonesty (cheating, plagiarism or other attempts of deception involving academic grades) will face disciplinary action. This includes both the student who is attempting to benefit from this deception and any student who is involved in aiding this deception. In addition to any disciplinary action that is taken, students will receive a zero on the grade for the assignment/test involved in the academic dishonesty. (Students caught cheating using a computer will be punished for violating the academic dishonesty policy and the computer use policy.) Students are to do their own work.

Date Adopted: May 18, 2015



## **ADVANCED PLACEMENT, INTERNATIONAL BACCALAUREATE, AND HONORS COURSES**

Students in grades 7-12 who take advanced placement courses, International Baccalaureate courses, or honors courses approved for weighted credit by the Arkansas Department of Education shall be graded according to the following schedule.

A = 100 – 90

B = 89 – 80

C = 79 – 70

D = 69 – 60

F = 59 and below

For the purpose of determining grade point averages, the numeric value of each letter grade shall be

A = 5 points

B = 4 points

C = 3 points

D = 2 point

F = 0 points

For a student to be eligible to receive weighted credit for an AP, or IB course, the student's course must have been taught by an Arkansas licensed teacher who has received the appropriate training required by Arkansas statute and ADE Rule or, for an AP teacher, is in the process of completing an Additional Training Plan.

Additionally, for students taking AP or International Baccalaureate courses to receive weighted credit they must take the applicable AP or IB examination after completing the entire course. Credit shall be given for each grading period during the course of the year, but shall be retroactively removed from a student's grade for any course in which the student fails to take the applicable AP exam. Students who do not take the AP exam shall receive the same numeric value for the grade he/she receives in the course as if it were a non-AP course.

"Honors Courses" are those courses that have been approved by a Department of Education Committee as honors courses. Honors courses must stress higher order learning and be offered in addition to curriculum offerings required by the Standards for Accreditation, Arkansas Public Schools.

Students who transfer into the district will be given weighted credit for the Advanced Placement courses, International Baccalaureate courses, honors courses approved by the Arkansas Department of Education, and concurrent college courses taken for weighted credit at his/her previous school(s) according to the preceding scale.

Legal References: Arkansas Department of Education Rules and Regulations Governing Uniform Grading Scales for Public Secondary Schools; ADE Rules for Advanced Placement and International Baccalaureate Diploma Incentive Program; A.C.A. § 6-15-902(c)(1); A.C.A. § 6-16-806

Last Revised: February 14, 2013

## **ANOTHER CHANCE PROGRAM**

Students who are recommended for expulsion for violation of district drug and alcohol policy MAY be eligible to appeal to the superintendent of schools for placement in the "Another Chance Program" to avoid expulsion. This request must be made directly to the superintendent by the parent or guardian and/or the student. This program is designed to allow eligible students a possibility of continuing as a Glen Rose student under a strict probation and with specific limitations if they meet the following:

- 1) The student cannot have previously been suspended or recommended for expulsion for violation of the drug/alcohol policy.
- 2) The parent and student must agree to be enrolled in and agree to complete participation in the school approved drug/alcohol abuse program. This school approved program is a partnership between the school and professionals in the field of substance abuse. The program is provided and administered by counselors, and substance abuse professionals at Living Hope Behavioral Services.
- 3) The student agrees to participate in the drug/alcohol testing, counseling, and required meetings prescribed by the drug/alcohol abuse program. The program administrators will notify the school if the student fails to meet all of the requirements of their program. In addition, if the student fails a drug or alcohol test administered by officials from the court of their home residence, Saline or Hot Spring Court, Glen Rose Schools, or Living Hope, they will be considered to have violated their agreement in the “Another Chance Program”.
- 4) The parent and student agree to the requirement that the student complete fifteen (15) hours of approved community service work as a part of this program.
- 5) The parent and student agree to assume a portion of the cost of the drug/alcohol abuse program as determined by the parent, Living Hope, and the superintendent. The parent agrees to completely fulfill their financial agreement with Living Hope/Glen Rose Public Schools prior to their child completing the entire program.
- 6) Parents and students requesting enrollment in the “Another Chance Program” agree to waive the right to a hearing before the school board on the expulsion should the student fail to meet the terms of the program and be recommended for expulsion during the probationary period.

Students who meet these requirements may request probationary status from the superintendent of schools after they serve the three (3) day out of school suspension. The three (3) days will count toward total days. Eight (8) is the maximum days allowed to miss before Losing Credit/Being Retained. If approved, the student may have their recommendation for expulsion modified by the superintendent and will be placed in the “Another Chance Program”. After the student has returned from the suspension and has been placed in the program the student will be dropped from any activity or not be allowed to park on campus for an additional eighteen (18) days.

Parents making the request for this probationary status must contact the superintendent of schools and arrange for a meeting with the superintendent. Those in attendance at this meeting will include the superintendent, an administrator from the student’s school, a school counselor, the student, and their parent or guardian. The superintendent may, after reviewing the information provided, choose to allow the student to attend school on a probationary status for the remainder of the school year, or an appropriate and/or comparable length of time as determined by the superintendent.

Students who are placed on this probationary status will be allowed to attend school as long as the student satisfactorily completes the drug/alcohol abuse program. In addition, the student must meet all the prescribed stipulations dealing with the school attendance, academic performance, student disciplinary restrictions and the other restrictions that are deemed appropriate by the superintendent. A student who fails to meet all the requirements of the drug/alcohol abuse program or violates the agreed upon terms of the “Another Chance Program”, will be considered in violation of the probation and will be recommended for expulsion.

Date Adopted: June 20, 2011; Last Revised July 15, 2013

## **AUTOMATED PHONE COMMUNICATIONS**

Glen Rose School District uses a rapid notification system that provides the means to notify parents and employees of emergency or other important information by way of mass telephone contact.

The school uses the system to inform parents of school closings and other critical information. This information may include notification of parent/teacher conferences, report cards, and many other situations. Schools use the system to be in touch with all parents or groups of parents depending on the issue.

This system allows for calls to be made to the primary number parents supply at the beginning of the school year on the child's demographic information sheet in the space provided. This type of notification system has proven to be a major step in providing positive contact between schools and parents. Please be sure to have a current and working phone number on file with the secretary in the principal's office.

Date Adopted: June 20, 2011

## **BALLOONS, FLOWERS, ETC.**

Due to interruptions in classrooms and hallways, flowers, balloons, and other related items will be dispensed during 7th period. These items will not be allowed on the buses due to safety regulations.

Last Revised: July 1, 2008

## **BULLYING POLICY**

Respect for the dignity of others is a cornerstone of civil society. Bullying creates an atmosphere of fear and intimidation, robs a person of his/her dignity, detracts from the safe environment necessary to promote student learning, and will not be tolerated by the Board of Directors. Students who bully another person shall be held accountable for their actions whether they occur on school equipment or property; off school property at a school sponsored or approved function, activity, or event; going to or from school or a school activity in a school vehicle or school bus; or at designated school bus stops.

A school principal or his or her designee who receives a credible report or complaint of bullying shall promptly investigate the complaint or report and make a record of the investigation and any action taken as a result of the investigation.

### **Definitions:**

**Attribute** means an actual or perceived personal characteristic including without limitation race, color, religion, ancestry, national origin, socioeconomic status, disability, gender, gender identity, physical appearance, health condition, or sexual orientation;

**Bullying** means the intentional harassment, intimidation, humiliation, ridicule, defamation, or threat or incitement of violence by a student against another student or public school employee by a written, verbal, electronic, or physical act that may address an attribute of the other student, public school employee, or person with whom the other student or public school employee is associated and that causes or creates actual or reasonable foreseeable:

- Physical harm to a public school employee or student or damage to the public school employee's or student's property;
- Substantial interference with a student's education or with a public school employee's role in education;
- A hostile educational environment for one (1) or more students or public school employees due to the severity, persistence, or pervasiveness of the act; or
- Substantial disruption of the orderly operation of the school or educational environment;

**Electronic act** means without limitation a communication or image transmitted by means of an electronic device, including without limitation a telephone, wireless phone or other wireless communications device, computer, or pager that results in the substantial disruption of the orderly operation of the school or educational environment.

Electronic acts of bullying are prohibited whether or not the electronic act originated on school property or with school equipment, if the electronic act is directed specifically at students or school personnel and maliciously intended for the purpose of disrupting school, and has a high likelihood of succeeding in that purpose.

**Harassment** means a pattern of unwelcome verbal or physical conduct relating to another person's constitutionally or statutorily protected status that causes, or reasonably should be expected to cause, substantial interference with the other's performance in the school environment; and

**Substantial disruption** means without limitation that any one or more of the following occur as a result of the bullying:

- Necessary cessation of instruction or educational activities;
- Inability of students or educational staff to focus on learning or function as an educational unit because of a hostile environment;
- Severe or repetitive disciplinary measures are needed in the classroom or during educational activities; or
- Exhibition of other behaviors by students or educational staff that substantially interfere with the learning environment.

Cyber bullying of School Employees is expressly prohibited and includes, but is not limited to:

- a. Building a fake profile or website of the employee;
- b. Posting or encouraging others to post on the Internet private, personal, or sexual information pertaining to a school employee;
- c. Posting an original or edited image of the school employee on the Internet;
- d. Accessing, altering, or erasing any computer network, computer data program, or computer software, including breaking into a password-protected account or stealing or otherwise accessing passwords of a school employee; making repeated, continuing, or sustained electronic communications, including electronic mail or transmission, to a school employee;
- e. Making, or causing to be made, and disseminating an unauthorized copy of data pertaining to a school employee in any form, including without limitation the printed or electronic form of computer data, computer programs, or computer software residing in, communicated by, or produced by a computer or computer network;
- f. Signing up a school employee for a pornographic Internet site; or
- g. Without authorization of the school employee, signing up a school employee for electronic mailing lists or to receive junk electronic messages and instant messages.

Examples of "Bullying" may also include but are not limited to a pattern of behavior involving one or more of the following:

1. Sarcastic comments or "compliments" about another student's personal appearance or actual or perceived attributes,
2. Pointed questions intended to embarrass or humiliate,
3. Mocking, taunting or belittling,
4. Non-verbal threats and/or intimidation such as "fronting" or "chesting" a person,
5. Demeaning humor relating to a student's race, gender, and ethnicity or actual or perceived attributes,
6. Blackmail, extortion, demands for protection money or other involuntary donations or loans,
7. Blocking access to school property or facilities,
8. Deliberate physical contact or injury to person or property,
9. Stealing or hiding books or belongings,
10. Threats of harm to student(s), possessions, or others,
11. Sexual harassment, as governed by the Sexual Harassment policy, is also a form of bullying, and/or teasing or name-calling based on the belief or perception that an individual is not conforming to expected gender roles.

Students are encouraged to report behavior they consider to be bullying; including a single action which if allowed to continue would constitute bullying, to their teacher or the building principal. The report may be made anonymously. Teachers and other school employees who have witnessed, or are reliably informed that, a student has been a victim of behavior they consider to be bullying, including a single action which if allowed to

continue would constitute bullying, shall report the incident(s) to the principal. Parents or legal guardians may submit written reports of incidents they feel constitute bullying, or if allowed to continue would constitute bullying, to the principal. The principal shall be responsible for investigating the incident(s) to determine if disciplinary action is warranted.

Students found to be in violation of this policy shall be subject to disciplinary action up to and including expulsion. In determining the appropriate disciplinary action, consideration may be given to other violations of the student handbook which may have simultaneously occurred.

EXAMPLE: A student might be disciplined both for bullying and sexual harassment, in an appropriate situation, or bullying and assault.

Notice of what constitutes bullying, the District's prohibition against bullying, and the consequences for students who bully shall be conspicuously posted in every classroom, cafeteria, restroom, gymnasium, auditorium, and school bus. Parents, students, school volunteers, and employees shall be given copies of the notice.

Disciplinary consequences will be a minimum of a conference with the principal to the maximum of a ten-day suspension with a recommendation for expulsion. This Act permits different consequences depending on the age or grade of the bullying student.

Students or adults who knowingly fabricate allegations and falsely accuse a student of being a bully will be subject to disciplinary action up to and including the notification of law enforcement.

The person or persons who file a complaint will not be subject to retaliation or reprisal in any form.

Copies of this policy shall be available upon request.

Legal Reference: A.C.A. § 6-18-514; A.C.A. § 5-71-217

Date Adopted: June 16, 2003; Last Revised: July 15, 2013

## **BUS TRANSPORTATION/CONDUCT TO AND FROM SCHOOL**

Students are subject to the same rules of conduct while traveling to and from school as they are while on school grounds. Appropriate disciplinary actions may be taken against commuting students who violate student code of conduct rules.

The preceding paragraph also applies to student conduct while on school buses. Students shall be instructed in safe riding practices. The driver of a school bus shall not operate the school bus until every passenger is seated. Disciplinary measures for problems related to bus behavior shall include suspension or expulsion from school, or suspending or terminating the student's bus transportation privileges.

Bus stops are planned to meet State Department of Education recommendations, whereby, stops shall be at least 1/4 mile apart, and within one mile of a student's home. Priority for establishing bus stops are dependent on a number of factors, the highest priority being primary students who do not have a parent, another adult or older students to supervise them to and from bus stops. In the event parents/guardians cannot agree upon a centralized neighborhood stop, the administration may have to establish such stops between houses.

In the event of inclement weather, including heavy overcast with probable precipitation, or the temperature announced over the local radio station shortly before being transported is below 36 degrees busses will stop at each student's driveway on county and state roads.

Riding the bus is a privilege not a right. The following rules and regulations pertain to all students who ride busses either part-time or full-time:

1. While riding the bus, students are under the supervision of the driver and must obey the driver at all times. **STUDENTS MAY BE ASSIGNED TO A PARTICULAR SEAT AT ANY TIME.**



2. Students are to conduct themselves in a manner such that they will not distract the attention of their driver or disturb other riders on the bus (which includes keeping hands to oneself, attending to your own matters, leaving other students alone, and being reasonably quiet).
3. No knives or sharp objects of any kind are allowed; neither firearms, pets, nor other living animals, etc.
4. Students are not to tamper with any of the safety devices such as door latches, fire extinguishers, etc.
5. Pupils must keep seated while the bus is stopped except as the driver directs. Never use the emergency door unless instructed to do so by the driver.
6. Pupils are not to put their hands, arms, heads, or bodies out of the windows. Do not yell at anyone outside the bus.
7. Students are not to deface the bus or any school property. Act 36 of 1987 places the financial liability of parents at \$5,000.00 when their children damage or destroy public property. No food or drinks are to be taken on the bus. Keep the aisle of the bus clear of books, lunches, coats, etc. Do not put feet in the aisle.
8. Keep backpacks, purses, and other items closed and all school materials put away.
9. Drivers will not let students off the bus except at regular stops.
10. Pupils are not to ride any bus except their own; unless in case of an emergency where permission has been secured from the building principal. Due to several overloaded bus routes, students wishing to ride another bus must bring a note from their parents to the principal's office BEFORE 8:00 a.m. in order to have proper permission.
11. Do not call names or use abusive language.
12. Act 814 makes it a misdemeanor for students or adults to threaten, curse, or use abusive language to a school bus driver in the presence of students. Students shall be suspended and criminal charges filed.
13. The driver may find it necessary to establish other procedures in light of his or her own bus needs.

### **CONSEQUENCES:**

Bus infractions will result in a minimum of a verbal warning and parental contact and the maximum of removal from the bus for the remainder of the school year. **Transporting students who have lost their transportation privileges to and from school shall become the responsibility of the student's parent or legal guardians.**

Last Revised: May 18, 2015

### **CAFETERIA**

The cafeteria serves well-balanced meals prepared and served each day under sanitary conditions. All students eating breakfast or lunch must eat in the cafeteria, or they may bring a meal from home when they come to school. Students may not send out for food or have other persons bring them food purchased from off-campus facilities. Students are expected to proceed to the cafeteria and secure their meal in an orderly manner. Students that are disruptive and disorderly in the cafeteria will be subject to appropriate disciplinary actions.

**A student is only allowed \$7.50 of charges.** After the student has accumulated this amount the account needs to be paid in full. Students will not be allowed to continue to charge once this amount is reached and he/she must make other provisions for lunch. If there are extenuating circumstances the parent or student may make other arrangements with the principal.

There will be no charges allowed within 10 school days of the last day for students and charges must be paid five (5) days prior to the last student day. Students that are over the charge limit can still eat but must pay cash for that day's meal. Students that exceed the charge limit and cannot pay will be provided a sandwich and milk.

## Lunch Costs

### Students

High School Breakfast	\$1.15	High School Lunch	\$2.50
Middle School Breakfast	\$1.15	Middle School Lunch	\$2.50
Elementary Breakfast	\$1.15	Elementary Lunch	\$2.25
Reduced Breakfast	\$.30	Reduced Lunch	\$.40
Adult Breakfast	\$2.00	Adult Lunch	\$3.00

Last Revised: June 20, 2016

## CHALLENGE OF INSTRUCTIONAL/SUPPLEMENTAL MATERIALS

Instructional and supplemental materials are selected for their compatibility with the District's educational program and their ability to help fulfill the District's educational goals and objectives. Individuals wishing to challenge or express concerns about instructional or supplemental materials may do so by filling out a Challenge to Instructional Material form available in the school's office.

## CHECK-INS/CHECK-OUTS

Once a student reports to school, he/she cannot leave the campus without checking out through the office.

**APPROVAL SHALL BE GIVEN BY THE PRINCIPAL OR HIS DESIGNEE ONLY!! When a student checks out through the principal's office this is considered an absence and counts toward the total number.**

If a student becomes ill while at school, he/she will obtain permission from the classroom teacher to go to the nurse's office. If the nurse determines that the student needs to go home, she will contact the parents and notify the High School office that the student is leaving. If the nurse is off campus, the administration will contact the parents.

Other approved reasons for checking out after arriving at school include the following:

- Doctor/Dental appointments
- Court appearance (must bring documentation)
- Driver's license exam
- Funeral in the immediate family

Notes must be presented to the High School principal or his designee prior to the beginning of the school day. When a student a) arrives at school late or b) checks out and returns to school the same day, he/she must sign in at the principal's office. If questions arise concerning the legitimacy of the absence, the administration reserves the right to request further documentation from the parent. Students who do not check out or check in properly will be considered truant and the penalties for truancy will apply. This policy is inclusive of all students regardless of age or grade.

Last Revised: June 20, 2011

## CLASSIFICATION OF STUDENTS

Glen Rose High School has five (5) levels of classifications and these classifications are based on the number of years in high school UNTIL the student reaches his/her senior year.

9 <sup>th</sup> Grade	1 <sup>st</sup> year of high school
10 <sup>th</sup> Grade	2 <sup>nd</sup> year of high school
11 <sup>th</sup> Grade	3 <sup>rd</sup> year of high school
12 <sup>th</sup> Grade	4 <sup>th</sup> year of high school

**SENIOR – Only 4<sup>th</sup> year high school students with no more than seven (7) academic units to meet graduation requirements will be considered SENIORS.**

In order to be classified as a senior and have senior privileges, a student is required to lack no more than seven (7) academic units to complete graduation requirements. If a 4<sup>th</sup> year student lacks more than seven (7) academic units to complete graduation requirements, the student will be classified as a 12<sup>th</sup> grade student but NOT a senior. If a student is classified as a 12<sup>th</sup> grade student he/or she will not have the same privileges as a senior on track for graduation.

## CLASSROOM RULES AND PROCEDURES

Individual teachers may have specific rules designed for his/her classroom in addition to the general rules used by each teacher. The rules must be consistent with other handbook and school board policies. The teacher will document all warnings and efforts to put a stop to the unwanted behavior. The teacher may use extra assignments, writing themes or sentences, or lunch time detention in the classroom as a means to punish unwanted behavior. If the efforts of the teacher are not successful, then the principal should be consulted.

## COLLEGE OF THE OUACHITAS

Glen Rose Schools participates with College of the Ouachitas by allowing our students to take classes from COTO. A handbook detailing these procedures is available from the counselor's office.

All students enrolling for courses taken at COTO during the 3rd and 4th periods will be required to ride the bus that is provided to and from COTO. This is for safety purposes.

All College of the Ouachitas' students will follow high school policies and procedures.

## COMMUNICABLE DISEASES AND PARASITES

Students with communicable diseases or with human host parasites that are transmittable in a school environment shall demonstrate respect for other students by not attending school while they are capable of transmitting their condition to others. Students whom the school nurse determines are unwell or unfit for school attendance or who are believed to have a communicable disease or condition will be required to be picked up by their parent or guardian. Specific examples include, but are not limited to: chicken pox, measles, scabies, conjunctivitis (Pink Eye), impetigo/MRSA (Methicillin-resistant Staphylococcus Aureus), streptococcal and staphylococcal infections, ringworms, mononucleosis, Hepatitis A, B or C, mumps, vomiting, diarrhea, and fever (100.4 F. when taken orally). A student who has been sent home by the school nurse will be subsequently readmitted at the discretion of the school nurse, when the student is no longer a transmission risk. In some instances, a letter from a health care provider may be required prior to the student being readmitted to the school.

To help control the possible spread of communicable diseases, school personnel shall follow the District's exposure control plan when dealing with any blood borne, foodborne, and airborne pathogens exposures. Standard precautions shall be followed relating to the handling, disposal, and cleanup of blood and other potentially infectious materials such as all body fluids, secretions, and excretions (except sweat).

In accordance with the IMMUNIZATIONS policy the District shall maintain a copy of each student's immunization record and a list of individuals with exemptions from immunization which shall be education records as defined in the PRIVACY OF STUDENT'S RECORDS/DIRECTORY INFORMATION. That policy provides that an education record may be disclosed to appropriate parties in connection with an emergency if knowledge of the information is necessary to protect the health or safety of the student or other individuals.

A student enrolled in the District who has an immunization exemption may be removed from school at the discretion of the Arkansas Department of Health during an outbreak of the disease for which the student is not vaccinated. The student may not return to the school until the outbreak has been resolved and the student's return to school is approved by the Arkansas Department of Health.

The parents or legal guardians of students found to have live human host parasites that are transmittable in a school environment will be asked to pick up their child at the end of the school day. The parents or legal guardians will be given information concerning the eradication and control of human host parasites. A student may be readmitted after the school nurse or designee has determined the student no longer has live human host parasites that are transmittable in a school environment.

Each school may conduct screening of students for human host parasites that are transmittable in a school environment as needed. The screenings shall be conducted in a manner that respects the privacy and confidentiality of each student.

Cross References: ENTRANCE REQUIREMENTS; ABSENCES; PRIVACY OF STUDENTS' RECORDS/DIRECTORY INFORMATION; IMMUNIZATIONS

Legal References: A.C.A. § 6-18-702; Arkansas State Board of Health Rules and Regulations Pertaining to Immunization Requirements; Arkansas Department of Education Rules Governing Kindergarten Through 12<sup>th</sup> Grade Immunization Requirements

Date Adopted: June 19, 2012; Last Revised: March 14, 2016

## **COMPULSORY ATTENDANCE REQUIREMENTS**

Every parent, guardian, or other person having custody or charge of any child age five (5) through seventeen (17) years on or before August 1 of that year who resides, as defined by policy (RESIDENCE REQUIREMENTS), within the District shall enroll and send the child to a District school with the following exceptions.

1. The child is enrolled in private or parochial school.
2. The child is being home-schooled and the conditions of policy (HOME SCHOOLING) have been met.
3. The child will not be age six (6) on or before August 15 of that particular school year and the parent, guardian, or other person having custody or charge of the child elects not to have him/her attend kindergarten. A kindergarten waiver form prescribed by regulation of the Department of Education must be signed and on file with the District administrative office.
4. The child has received a high school diploma or its equivalent as determined by the State Board of Education.
5. The child is age sixteen (16) or above and is enrolled in a post-secondary vocational-technical institution, a community college, or a two-year or four-year institution of higher education.
6. The child is age sixteen (16) or seventeen (17) and has met the requirements to enroll in an adult education program as defined by A.C.A. § 6-18-201 (b).

Legal Reference: A.C.A. § 6-18-201; A.C.A. § 6-18-207

Date Adopted: June 6, 2002; Last Revised: June 20, 2011

## **CONCURRENT CREDIT**

A ninth through twelfth grade student who successfully completes a college course(s) from an institution approved by the Arkansas Department of Education shall be given credit toward high school grades and graduation at the rate of one high school credit for each three (3) semester hours of college credit. Unless approved by the school's principal, **prior to enrolling for the course**, the concurrent credit shall be applied toward the student's graduation requirements as an elective.

A student, who takes a three-semester hour remedial/developmental education course, as permitted by the ADE Rules Governing Concurrent College and High School Credit, shall be the equivalent of one-half unit of credit for a high school career focus elective. The remedial/developmental education course cannot be used to meet the core subject area/unit requirements in English and mathematics.

Participation in the concurrent high school and college credit program must be documented by a written agreement between:

- The District's student, and his or her parent(s) or guardian(s) if the public school student is under the age of eighteen (18);
- The District; and
- The publicly supported community college, technical college, four-year college or university, or private institution the student attends to take the concurrent credit course.

Students are responsible for having the transcript for the concurrent credit course(s) they've taken sent to their school in order to receive credit for the course(s). Credit for concurrent credit courses will not be given until a transcript is received. Transcripts for students who take concurrent credit courses as partial fulfillment of the required full day of class for students in grades 9-12 are to be received by the school within five (5) school days of the end of the semester in which the course is taken. Students may not receive credit for the course(s) they took or the credit may be delayed if the transcripts are not received in time, or at all. This may jeopardize students' eligibility for extracurricular activities and graduation.

Students will retain credit earned through the concurrent credit program which was applied toward a course required for high school graduation from a previously attended, accredited, public school.

Any and all costs of higher education courses taken for concurrent credit are the student's responsibility.

Legal References: A.C.A. § 6-15-902(c)(2); Arkansas Department of Education Rules and Regulations: Concurrent College and High School Credit for Students Who Have Completed the Eighth Grade

Date Adopted: June 19, 2012; Last Amended: February 14, 2013

## **CONTACT WITH STUDENTS WHILE AT SCHOOL**

Parents wishing to speak to their children during the school day shall register first with the office.

### **CONTACT BY NON-CUSTODIAL PARENTS**

If there is any question concerning the legal custody of the student, the custodial parent shall present documentation to the principal or the principal's designee establishing the parent's custody of the student. It shall be the responsibility of the custodial parent to make any court ordered "no contact" or other restrictions regarding the non-custodial parent known to the principal by presenting a copy of a file-marked court order. Without such a court order on file, the school will release the child to either of his/her parents. Non-custodial parents who file with the principal a date-stamped copy of current court orders granting visitation may eat lunch, volunteer in their child's classroom, or otherwise have contact with their child during school hours and the prior approval of the school's principal. Such contact is subject to the limitations outlined in Policy 4.16, Policy 6.5, and any other policies that may apply.



Arkansas law provides that, In order to avoid continuing child custody controversies from involving school personnel and to avoid disruptions to the educational atmosphere in the District's schools, the transfer of a child between his/her custodial parent and non-custodial parent, when both parents are present, shall not take place on the school's property on normal school days during normal hours of school operation. The custodial or non-custodial parent may send to/drop off the student at school to be sent to/picked up by the other parent on predetermined days in accordance with any court order provided by the custodial parent or by a signed agreement between both the custodial and non-custodial parents that was witnessed by the student's building principal. Unless a valid no-contact order has been filed with the student's principal or the principal's designee, district employees shall not become involved in disputes concerning whether or not that parent was supposed to pick up the student on any given day.

### **CONTACT BY LAW ENFORCEMENT, SOCIAL SERVICES, OR BY COURT ORDER**

State Law requires that Department of Human Services employees, local law enforcement, or agents of the Crimes Against Children Division of the Department of Arkansas State Police, may interview students without a court order for the purpose of investigating suspected child abuse. In instances where the interviewers deem it necessary, they may exercise a "72-hour hold" without first obtaining a court order. Except as provided below, other questioning of students by non-school personnel shall be granted only with a court order directing such questioning, with permission of the parents of a student (or the student if above eighteen [18] years of age), or in response to a subpoena or arrest warrant.

If the District makes a report to any law enforcement agency concerning student misconduct or if access to a student is granted to a law enforcement agency due to a court order, the principal or the principal's designee shall make a good faith effort to contact the student's parent, legal guardian, or other person having lawful control by court order, or person acting in loco parentis identified on student enrollment forms. The principal or the principal's designee shall not attempt to make such contact if presented documentation by the investigator that notification is prohibited because a parent, guardian, custodian, or person standing in loco parentis is named as an alleged offender of the suspected child maltreatment. This exception applies only to interview requests made by a law enforcement officer, an investigator of the Crimes Against Children Division of the Department of Arkansas State Police, or an investigator or employee of the Department of Human Services.

In instances other than those related to cases of suspected child abuse, principals must release a student to either a police officer who presents a subpoena for the student, or a warrant for arrest, or to an agent of state social services or an agent of a court with jurisdiction over a child with a court order signed by a judge. Upon release of the student, the principal or designee shall give the student's parent, legal guardian, or other person having lawful control by court order, or person acting in loco parentis notice that the student has been taken into custody by law enforcement personnel or a state's social services agency. If the principal or designee is unable to reach the parent, he or she shall make a reasonable, good faith effort to get a message to the parent to call the principal or designee, and leave both a day and an after-hours telephone number.

### **Contact by Professional Licensure Standards Board Investigators**

Investigators for the Professional Licensure Standards Board may meet with students during the school day to carry out the investigation of an ethics complaint.

Legal References: A.C.A. § 6-18-513; A.C.A. § 9-13-104; A.C.A. § 12-18-609, 610, 613;  
A.C.A. § 12-18-1001, 1005

Date Adopted: June 20, 2011; Last Revised: July 18, 2016

## **CORPORAL PUNISHMENT**

The Glen Rose School Board authorizes the use of corporal punishment to be administered in accordance with the policy by the Superintendent or his/her designated staff members who are required to have a state-issued license as a condition of their employment. Corporal punishment will be used only with the approval of the principal and shall be used only as a last resort before suspension. When corporal punishment is used the following guideline will be followed:

- (1) Prior to administration of corporal punishment, the student receiving the corporal punishment shall be given an explanation of the reasons for the punishment and be given an opportunity to refute the charges.
- (2) All corporal punishment
  - a. shall be administered privately, out of sight and hearing of other students.
  - b. shall not be excessive, or administered with malice
  - c. shall be administered in the presence of another school administrator or designee who shall be a licensed staff member of the same gender employed by the District.
- (3) No more than three swats will be given at one time or for any one offense.
- (4) The paddle in the principal's office is to be used unless another paddle has been approved by the principal.
- (5) Any cases of corporal punishment must be documented and put on file in the principal's office on the appropriate form.

**NOTE:** When corporal punishment is appropriate and the student refuses such punishment, a one day out-of-school suspension will be applied.

References: A.C.A. § 6-18-503 (b); A.C.A. § 6-18-505 (c)(1)

Date Adopted: June 6, 2002; Revised: July 1, 2008; Last Revised: June 19, 2012

## **CORRESPONDENCE COURSES**

Correspondence courses must be approved, in advance, by the principal and guidance counselor prior to enrollment in a course. A student is allowed to earn a maximum of two (2) credits in correspondence work. The school counselor will provide information of acceptable providers.

Seniors who are doing correspondence courses must have taken their final exam by May 1 in order to be eligible for graduation. Final grades for correspondence courses must be turned in at the last full school day for seniors.

Last Revised: July 15, 2013

## **COURSE DROP/ADD PROCEDURES**

Students will be allowed to drop or add courses to their schedule in coordination with the counselor under the following circumstances:

1. The student demonstrates a necessary academic need
2. The student requests a course addition within one (1) week (5 school days) of the beginning of the academic semester
3. The student requests a course drop within one (1) week (5 school days) of the beginning of the academic semester
4. Exceptions to this rule may be made upon a recommendation from the classroom teacher.

Any student that chooses to drop a course beyond the 1-week time limit above will receive a grade of "F" in the dropped course until the student re-enrolls in and passes the course at a later date.

## **CURRICULUM**

A curriculum catalog of course offerings is available to each student from the counselor's office. No ninth, tenth, or eleventh grader will be scheduled for a study hall unless there are extenuating circumstances.

## **DAILY SCHEDULE**

Students arriving at school are to go to the designated areas in the mornings. Students should not arrive on campus (including parking lots) before 7:30 A.M. NOTE: A detailed bell schedule will be sent home the first day of school.

## **DETENTION HALL**

Glen Rose High School will operate a noon detention hall (DH) for the more serious rule infractions. If a student has been assigned to DH, the student will be given written notification as to the rule violation and the assigned days to attend. On the designated days, the student will report to the DH prior to the ringing of the tardy bell during the student's lunch period with assignments or class work. Students will eat lunch during the noon detention hall and will remain in DH through the entire lunch period. Being late to DH, talking during DH, or not working during assignment time may result in extra assigned days of DH for the student. In the instance of excessive detention hall assignment or failure to report to noon detention hall, students may be assigned to Saturday School or may be suspended. The number of days of suspension or Saturday School shall increase with each subsequent case of no show to DH. Failure to sign DH slip will be considered insubordination. This will result in either Saturday school or suspension. An accumulation of seven (7) days assignment to detention hall will result in being assigned to Saturday school.

Date Adopted: June 6, 2002; Revised: July 1, 2008

## **DISCIPLINE**

The Glen Rose Board of Education has a responsibility to protect the health, safety, and welfare of the District's students and employees. To help maintain a safe environment conducive to high student achievement, the Board establishes policies necessary to regulate student behavior to promote an orderly school environment that is respectful of the rights of others and ensures the uniform enforcement of student discipline. Students are responsible for their conduct that occurs; at any time on the school grounds; off school grounds at a school sponsored function, activity, or event; going to and from school or school activity.

The ranges of disciplinary consequences include verbal warning through a recommendation for expulsion. Students with disabilities who engage in misconduct are subject to normal disciplinary rules and procedures so long as such treatment does not abridge the right to a free appropriate public education (FAPE). Discipline for students with disabilities will be consistent with the Individual Education Plan and with IDEA (Individuals with Disabilities Act) current procedures. Students with disabilities are not exempted from discipline. (IDEA 504, PL 94-142).

Students are expected to follow the provisions of this handbook and obey the directions of certified teachers as well as non-certified staff and school volunteers who have been assigned responsibilities that include the supervision or oversight of students. Failure to follow the directions of a volunteer or non-certified staff member is a violation of this handbook, and will result in disciplinary action being taken against the student, ranging from a warning to expulsion. Non-certified, non-instructional staff and school volunteers may not discipline students directly, except as otherwise provided, but are to refer discipline violations to a certified teacher or school administrator.

A student may be suspended or expelled for immorality, refractory conduct, insubordination, infectious disease, habitual uncleanliness, or other conduct that would tend to impair the discipline of the school or harm the other pupils, regardless of whether the student's conduct occurs on or off campus and during or between school terms regardless of whether a specific prohibition of the conduct is contained in this student handbook.

Each student will have an individual discipline plan which will outline how many times he/she has been in the office for discipline and what punishment has been received. An administrator's decision about which disciplinary response is appropriate may depend on the severity of the offense, motive, prior offenses, and effects of the offense. Some offenses may result in a severe response such as suspension or expulsion on the first offense.

The District's administrators may also take disciplinary action against a student for off-campus conduct occurring at any time that would have a detrimental impact on school discipline, the educational environment, or the welfare of the students and/or staff. A student who has committed a criminal act while off campus and whose presence on campus could cause a substantial disruption to school or endanger the welfare of other students or staff is subject to disciplinary action up to and including expulsion. Such acts could include, but are not limited to a felony or an act that would be considered a felony if committed by an adult, an assault or battery, drug law violations, or sexual misconduct of a serious nature. Any disciplinary action pursued by the District shall be in accordance with the student's appropriate due process rights.

The District's student discipline policies shall be distributed to each student during the first week of school each year and to new students upon their enrollment. Each student's parent or legal guardian shall sign and return to the school an acknowledgement form documenting that they have received the policies.

It is required by law that the principal or the person in charge report to the police any incidents the person has personal knowledge of or has received information leading to a reasonable belief a person has committed or threatened to commit an act of violence or any crime involving a deadly weapon on school property or while under school supervision. If the person making the report is not the Superintendent, that person shall also inform the Superintendent of the incident. Additionally, the principal shall inform any school employee or other person who initially reported the incident that a report has been made to the appropriate law enforcement agency. The Superintendent or designee shall inform the Board of Directors of any such report made to law enforcement.

Date Adopted: June 6, 2002; Revised: July 1, 2008; Last Revised: April 15, 2013

## **DISTRIBUTION OF LITERATURE**

No literature or announcements will be distributed to students at school without clearance from the principal's office.

## **DRESS AND GROOMING**

The Glen Rose Board of Education recognizes that dress can be a matter of personal taste and preference. At the same time, the District has a responsibility to promote an environment conducive to student learning. This requires limitations to student dress and grooming that could be disruptive to the educational process because they are immodest, disruptive, unsanitary, unsafe, could cause property damage, or are offensive to common standards of decency.

Students are prohibited from wearing, while on the school grounds during the school day and at school-sponsored events, clothing that exposes underwear, buttocks, or the breast(s) of a female. The prohibition does not apply, however to a costume or uniform worn by a student while participating in a school-sponsored activity or event.

The Superintendent shall establish student dress codes for the District's schools, to be included in the student handbook, and are consistent with the above criteria.

The rules of this dress code are intended from a pedagogical standpoint to help avoid disruption and distraction in the classroom, foster respect for authority and discipline, provide conformity to community standards, and promote health and safety. Each year a committee will be convened to discuss changes in the dress code policies. This committee will consist of an administrator, teachers, and a parent representative.

The freedom of an individual may be restricted in order to reach educational objectives. Personal freedoms are not absolute—they must yield when they intrude on the freedom of others. The school administration carries the burden of infringing upon an individual's freedom in order that an educational goal might be met. The administration believes strongly that teachers have the right to teach in an atmosphere conducive to teaching and learning.

**The primary function of the school administration concerning a dress policy is serving the interest of the community in requiring the educators of its children to allocate their time primarily to the educational process. The administration realizes it is extremely difficult to develop a dress code which will cover all situations which might arise during the school year as the style of dress changes from month to month and season to season. The administration believes the primary responsibility of determining student dress and appearance lies with the parent, then with the student. The school administration is the final authority regarding the dress code unless approved by the administration.**

The following are not permitted at Glen Rose:

1. Garments without sleeves, garments that are see-through, garments that are made of spandex, and/or garments with bare backs.
2. Uncovered midriffs or shirts with sides that are split are prohibited. Midriff must be covered even when arms are extended above their head. (This will prevent midriff from being exposed when standing or sitting).
3. Pants that are not worn on the waist or too tight. Leggings, Jeggings, or other tight fitting pants may only be worn under a shirt or skirt that is mid-thigh in length. If the administration feels that this policy dress code is being abused, the privilege of wearing leggings and jeggings will be rescinded.
4. No hats or head coverings are allowed on campus.
5. Chains of any kind.
6. Clothing of any kind that advertises tobacco, alcohol or drugs, or has disruptive, offensive, or obscene language or pictures. Any clothing with inappropriate insinuations will not be allowed. Example: T-shirts with double meanings.
7. Shorts, skirts, or dresses above mid-thigh in length. **No running shorts** (Nike tempo or other brands) may be worn at school. Hemlines will be no shorter than the fingertips when the arms are completely extended on the leg. If the administration feels that the shorts policy dress code is being abused, the privilege of wearing shorts will be rescinded.
8. No pajamas, bedroom slippers, or house shoes.
9. No clothing will be permitted that in any way makes visible, or gives the illusion, of exposing undergarments. Clothing should not be in an extreme state of disrepair and skin should not be visible in pants or shorts above mid-thigh.
10. Facial jewelry with the exception of earrings worn in the ears is not allowed. Any jewelry worn in the ear that the administration deems excessive will not be allowed.
11. Any hairstyles or hair coloring deemed disruptive to the educational process will not be permitted.
12. No trench coats or full length coats.

**Any clothing, jewelry or accessory that the administration deems as inappropriate in an educational setting, presenting a safety concern or that causes a disruption in the educational process will be prohibited.**

When students arrive on campus improperly dressed, the parents will be called and given the opportunity to bring appropriate clothing. In the meantime, the student will be given appropriate covering and sent to class. If the parent cannot bring clothing, the student will wear the covering the remainder of the day.



**The student will not be allowed to leave campus to change clothing. The penalty for improper dress is: a minimum of a warning with the option to change into proper attire and a maximum of suspension.**

Legal References: A.C.A. § 6-18-502(c)(1); A.C.A. § 6-18-503(c)

Date Adopted: June 6, 2002; Last Revised: June 20, 2016

## **DRIVER'S LICENSE LAW**

Act 831 of 1991 requires that every application for an instruction permit or for an operator's or chauffeur's license by a person less than (18) years old on October 1 of any year, shall be accompanied by proof of receipt of enrollment and regular attendance in a public, private, or parochial school. The person shall present proof of a "C" average for the previous semester or grading period in order to be issued a license.

## **DRUG FREE ENVIRONMENT**

The Glen Rose School District recognizes its responsibility to students to provide a drug free school. The district also recognizes that substance abuse is a significant health problem for students, detrimentally affecting overall health, behavior, learning ability, reflexes, and the total development of each individual. Substance abuse includes, but is not limited to, the use of illegal drugs, alcohol, and the abuse or misuse of legal drugs and medications. The Glen Rose Schools provides a K-12 drug prevention program.

The possession, sale (accepting money or property), distribution, or misuse of alcohol, prescribed/non-prescribed, or illegal drugs will not be tolerated.

Violations of this policy may result in suspension, expulsion, or other disciplinary action deemed appropriate by the district .

## **DRUG TESTING POLICY - MANDATORY DRUG TESTING**

### **Mission Statement:**

The Glen Rose School District recognizes that substance abuse is a significant health problem for students. Detrimently affecting overall health, behavior, learning ability reflexes, and the total development of each individual. Substance abuse includes, but is not limited to, the use of illegal drugs, alcohol, and the abuse or misuse of legal drugs and medications.

### **Policy Statement:**

Glen Rose School District ("the district") is conducting a mandatory drug-testing program for students. Its purpose is threefold: (1) to provide for the health and safety of students in all Extracurricular Activity Programs grades 7 -12, and any student who parks on campus; (2) to undermine the effects of peer pressure by providing a legitimate reason for students to refuse illegal drugs; and (3) to encourage students who use drugs to participate in drug treatment programs.

The Drug Testing Policy permission form must be returned to the school within the first week of attendance. New students to the district must return this form within one week from their enrollment date. Any student wishing to participate in the drug testing at a later time must return the permission form on or before the end of the first week of the second semester. Forms will not be accepted beyond the 1<sup>st</sup> week of the second semester unless the student is a new enrollee. Once the permission form is processed, then the student becomes eligible to participate in extracurricular activities. This includes walking in the graduation ceremony, parking on campus, and any other event or privilege.

### **Definitions:**

**Drug:** Any Substance considered illegal by Arkansas Statutes or which is controlled by the Food and Drug Administration unless prescribed by a licensed physician.

**Activity Programs:** The provisions of this policy apply to students in Glen Rose Schools in grades 7 thru 12. No student will be allowed to participate in any school activity (any activity outside the regular curriculum) or park on campus until the consent form has been signed by both student and custodial parent/legal guardian and returned to the school. Positive screening results are considered cumulative and follow the student for the duration of enrollment in Glen Rose School District.

**Procedure:**

**Type of Testing-**The District will utilize a random testing procedure. Urinalysis is the method utilized to test for the presence of illegal drugs and/or prescribed drugs or medications. The District will not randomly test for alcohol. Testing procedure will follow guidelines established by the United States Department of Health and Human Services. Laboratories certified by NIDA (National Institute on Drug Abuse) will be used.

**Selection Process** -While students are participating in activities including practice and scheduled events, or parking on campus, they will be subject to random selection for testing. Each student will be assigned a number. At the beginning of each month of the year while students are participating in activities, days will be selected for testing. On the selected days numbers will be drawn from a box or generated by a computer. The amount of numbers drawn will be at the discretion of the superintendent. If any student whose number is drawn is absent on that day, the selection process will continue until the number of students selected for testing equals the number representing the percentage of students designated for random testing.

**Refusal to Submit-** Any Student who refuses to submit to random drug testing shall not be allowed to participate in any extracurricular activity, or park on campus for the remainder of the school year.

**Results of Positive Test**

Upon receipt of a positive test results for any student

1. The superintendent shall notify the student and the student's custodial parent/legal guardian. Substance abuse counseling for the student will be strongly recommended. The school district will provide free evaluation through a community network to determine the medical needs of the student. Students will be dropped from any activity or park on campus for twenty-one (21) calendar days. A student may be required to practice or participate in off-season activities at the head coach or sponsor's discretion. He/she cannot compete or dress out for any competition, or be a part of any extra activity sponsored by the district. The student may have the specimen tested at the student's expense at another laboratory approved by the district.
2. At the end of 21 days, the student will be tested again. If that test or any subsequent test during the school year is positive, the student will be dropped from all extracurricular activities for the remainder of the school term. If treatment is required, expenses will be incurred by the custodial parent/legal guardian. Any student who refuses to enroll in and complete a substance abuse counseling program approved by the District shall be suspended for the remainder of the school term. To regain eligibility for the next school term, the student must obtain a negative result from a test administered by the District.

An Exception shall be made in the case of steroids or other drugs that could take more than twenty-one (21) calendar days to leave a student's system. In those cases, at the student's expense the student must obtain a written opinion from a physician approved by the District stating that the student may safely return to participation in extracurricular activities or the event. The student and/or custodial parent/legal guardian may also present to the superintendent a medical explanation for the positive result (e.g., that the student legally takes prescription or over-the-counter medication). Upon providing such explanation, the student and the custodial parent/legal guardian must sign medical information releases allowing the District to verify the explanation with the student's doctor. Should such explanation not be satisfactory, the above-described sanctions shall be imposed.

3. The superintendent shall communicate positive results through a conference with the custodial parent/legal guardian. The appropriate coach or other activity leader, the principal, and the counselor will be notified that the student has violated school policy and the action taken under the policy. School personnel shall not communicate test results beyond those designated individuals. Positive test results shall not be communicated to police or other law enforcement officials absent legal compulsion by valid and binding subpoena or other legal process, which the district shall not solicit. Positive test results shall not be placed in a student's permanent record file.
4. Negative test results will be made available to the student or the student's custodial parent/legal guardian upon written request.
5. The School Board President and the Board Secretary will also have access to student random drug tests results.

### **Testing Procedure**

#### **Analysis of Urine Specimens**

The initial urinalysis method shall be an immunoassay screen. If a specimen test positive for any substance being checked, a confirmation test, utilizing gas chromatography/mass spectrometry GC/MS, shall be conducted on the specimen. If the result of the GC/MS is negative for the suspected substance or substances the student shall be considered to have had a negative result.

All test results from the laboratory shall be communicated only to the superintendent and principal. To insure proper testing procedures United States Department of Health and Human Services Standards as defined by NIDA (National Institute on Drug Abuse) certified laboratories will be followed.

The testing laboratory will retain a portion of each specimen which test positive for a period of one year.

#### **Collection Procedure**

Any Student who is requested to and agrees to provide a urine specimen shall be directed to a collection site where the student will complete the necessary forms, including a consent form, and provide a specimen. Students selected, as part of the random test provisions will be required to execute an additional consent form.

The collection site will be a designated bathroom.

An observer/Nurse will be present at the collection site. The observer will positively identify the student. The student shall not be directly observed while providing the specimen unless there is reason to believe that a particular student may alter or substitute the specimen to be provided.

The observer/Nurse will seal the specimen container with tamper-resistant tape in the presence of the student and the student will initial the tape. The observer/Nurse will complete the necessary remaining chain of custody/consent documentation and forward the specimen to the laboratory for testing.

#### **Cost of Testing**

The District pays for all cost of reasonable suspicion and random drug testing required by the District.

#### **Consent**

All students who desire to participate in extracurricular activities, or park on campus will be required to sign a form consenting to the random testing. The form must be co-signed by the student's custodial parent/legal guardian. No student shall be allowed to participate in any extracurricular activity or park on campus until the consent form has been signed by both student and custodial parent/legal guardian and returned to the High School principal.

#### **Severability**

If any sentence, clause, provision, or paragraph of this entire policy were deemed unlawful or unconstitutional, it is intended that the remaining provisions shall remain in full force and effect.

## **Reasonable Suspicion Provisions**

### **A. General**

The use or possession of illegal drugs or alcohol by a student on property under the control of the District or prior to entering property controlled by the District or at a District sponsored event where the illegal drug or alcohol has the possibility of impairing the student is a violation of this policy. The presence of an illegal drug or its metabolites or alcohol in a student's body is considered possession.

### **B. Reasonable Suspicion**

Reasonable suspicion is defined as a reasonable suspicion by the Superintendent, Principal, or other District employee, that a student has used, possessed or sold illegal drugs on District property or has used illegal drugs off of District property, but is on District property or at a District sponsored event while under the influence of the illegal drugs or that a student has used or possessed alcohol off of District property, but is on District property or at a District sponsored event while under the influence of alcohol or that a student is abusing or misusing prescription medications on District property, or has used a prescription medication off District property, but is on District property while under the influence of the prescribed medication.

### **C. Actions Based Upon Reasonable Suspicion**

Once reasonable suspicion has been established, the Superintendent or Principal or their designee may request the student to submit to a search.

A search of a student may include, but is not limited to the student's outer-clothing, vehicle, locker, desk, and other storage places under control of the District, articles of clothing, and accessories, such as briefcases, purses, book bags, and pockets. A search may also include a request for a student to provide a specimen of breath or urine to be tested for the presence of illegal drugs or alcohol.

The District will not request permission from a student to search property under control of the District; the student has no expectation of privacy of that property. The District will request permission to search a student's property that is on property controlled by the District. Students have no expectation of privacy in their property while on property under the control of the District.

If the student and/or the student's custodial parent/legal guardian agree to the search of the student's outer clothing, the search will be limited to inspection of cuffs, pockets, sleeves, purses, bags, briefcases, outer clothing garments such as coats or jackets, shoes and socks.

Any illegal drugs or alcohol discovered during a search may be used in disciplinary proceedings and will be provided to law enforcement officials.

A student shall be suspended for five days if the student refuses to submit to a search or drug test upon request and/or if the student's custodial parent/legal guardian refuses to allow the search. After return from this first suspension, a student shall be expelled for the remainder of the school term if the student or the student's custodial parent/legal guardian refuses to submit to a subsequent search. This subsequent search must be based upon reasonable suspicion independent from the evidence giving rise to the reasonable suspicion for the first search.

Last Revised: August 8, 2013

## **DRUG TESTING KIT AVAILABILITY**

The Glen Rose High School provides drug-testing kits to parents through our school nurse. These kits are designed to be used by parents in the privacy of their home. School officials will not be involved unless the parent requests involvement. There are two types of kits available; one test is for alcohol and the other is for illegal drugs. Results are available in three to five minutes and can be interpreted by a parent or guardian. The cost for each kit is \$6.00. Please contact the school nurse for information or to obtain the kit.

## **DUE PROCESS**

Every student is entitled to due process for any disciplinary action resulting in suspension or expulsion.

1. Due process is afforded to students for all handbook infractions.
2. The due process rights of students and legal guardians are as follows for those students who are suspended for ten (10) days or less:
  - (a) Prior to any suspension, the school principal or his/her designee, shall advise the student in question of the particular misconduct of which he or she is accused, as well as the basis for such accusation.
  - (b) The student shall be given an opportunity at that time to explain his/her version of the facts to the school principal or his/her designee.
  - (c) Written or verbal notice of the suspension and the reason(s) for suspension shall be given to the parent(s)/legal guardians of the student. A written description of the events will be on file at the school.
3. The due process rights of students and legal guardians are as follows for those students who are recommended for expulsion.
  - (a) The school principal or his/her designee shall advise the student in question of the particular misconduct of which he or she is accused, as well as the basis for such accusation.
  - (b) The student shall be given an opportunity at that time to explain his/her version of the facts to the school principal or his/her designee.
  - (c) The superintendent of schools shall, in writing, by registered or certified mail, notify the student and his parent/legal guardian of the recommended expulsion and the reason/reasons for the recommendation.
  - (d) The notice shall also specify a time and date for a hearing, at which time the board of directors shall hear the superintendent's recommendations and report its findings.
  - (e) The student and the parent/guardian have the right to be represented by counsel at such hearing.

## **EIGHTEEN YEAR OLD POLICY**

Public law 93-380 (Buckley Amendment) states upon reaching the age of eighteen "the permission or consent required of and the rights accorded to the parents of the student shall thereafter only be required of and accorded to the student." While this allows certain privileges, it does not allow an 18-year-old student to violate or ignore school policy such as signing out of school for unauthorized purposes. Neither an 18-year-old nor a parent can authorize the abrogation of school policy and procedure.

To invoke this right, the 18-year-old must fill out the proper form in the office. As a courtesy, the office will notify the parent of their child's decision to invoke this right.

## **EMERGENCY DRILLS**

All schools in the Glen Rose School District shall conduct fire drills at least monthly. Tornado drills shall also be conducted not fewer than three (3) times per year with at least one each in the months of September, January, and February. Students who ride school buses and students who only ride buses occasionally, such as to go to and/or from a field trip will also have to participate in the emergency evacuation drills at least twice each school year.

The District shall conduct annually an active shooter drill and school safety assessment may be conducted for all District schools in collaboration, when possible, with local law enforcement and emergency management

personnel. The training will include a lockdown exercise with panic button alert system training. Students will be included in the drills to the extent that is developmentally appropriate to the age of both the students and grade configuration of the school.

Drills may be conducted during the instructional day or during non-instructional time periods.

Other types of emergency drills may also be conducted to test the implementation of the District's emergency plans in the event of violence, terrorist attack, natural disaster, other emergency or the District's Panic Button Alert System. Students shall be included in the drills to the extent practicable.

Other types of emergency drills may also be conducted. These may include, but are not limited to:

Fire and tornado drill procedures are posted in all classrooms. Homeroom teachers will instruct all students in rules and evacuation procedures. Students are to take these drills seriously- IT MAY SAVE YOUR LIFE.

Legal Reference: A.C.A. § 12-13-109; A.C.A. § 6-10-110; A.C.A. § 6-10-121; A.C.A. § 6-15-1302; A.C.A. § 6-15-1303; Ark. Division of Academic Facilities and Transportation Rules Governing Maintenance and Operations of Ark. Public School Buses and Physical Examinations of School Bus Drivers 4.03.1

Date Adopted: June 18, 2007; Last Revised: May 18, 2015

## **ENROLLMENT**

It shall be the policy of the Glen Rose School District that when a student, otherwise eligible for enrollment, is currently under an order of expulsion from the last school district he or she attended, a hearing before the School Board shall be held before that student may be enrolled. This hearing may be closed at the request of the student's legal guardian, pursuant to Ark. Code Ann. 6-18-507. Prior to the hearing the Superintendent shall obtain a full report from the former district concerning the expulsion. At the hearing, the Board shall review the report from the former district and have an opportunity to question the student and his or her legal guardian concerning the alleged misconduct. The Board may rule that the student may not enroll until the student's expulsion from his or her former district has expired.

## **ENTRANCE REQUIREMENTS**

To enroll in a school in the Glen Rose district, the child must be a resident of the District as defined in District policy (**RESIDENCE REQUIREMENTS**), must meet the criteria outlined in **HOMELESS STUDENTS** policy or in the policy **STUDENTS WHO ARE FOSTER CHILDREN**, be accepted as a transfer student under the provisions of the **STUDENT TRANSFER** policy, or participate under a school choice option and submit the required paperwork as required by the choice option.

Students may enter kindergarten if they will attain the age of five (5) on or before August 1 of the year in which they are seeking initial enrollment. Any student who has been enrolled in a state-accredited or state approved kindergarten program in another state for at least sixty (60) days, who will become five (5) years old during the year in which he/she is enrolled in kindergarten, and who meets the basic residency requirement for school attendance may be enrolled in kindergarten upon written request to the District.

Any child who will be six (6) years of age on or before October 1 of the school year of enrollment and who has not completed a state-accredited kindergarten program shall be evaluated by the district and may be placed in the first grade if the results of the evaluation justify placement in the first grade and the child's parent or legal guardian agrees with placement in the first grade; otherwise the child shall be placed in kindergarten.

Any child may enter first grade in a Glen Rose school if the child will attain the age of six (6) years during the school year in which the child is seeking enrollment and the child has successfully completed a kindergarten program in a public school in Arkansas.

Any child who has been enrolled in the first grade in a state-accredited or state-approved elementary school in another state for a period of at least sixty (60) days, who will become age six (6) years during the school year in

which he/she is enrolled in grade one (1), and who meets the basic residency requirements for school attendance may be enrolled in the first grade.

Students who move in to the Glen Rose District from an accredited school shall be assigned to the same grade as they were attending in their previous school (mid-year transfers) or as they would have been assigned in their previous school. Home-school and private school students shall be evaluated by the District to determine their appropriate grade placement.

The district shall make no attempt to ascertain the immigration status, legal or illegal, of any student or his/her parent or legal guardian presenting for enrollment.

Prior to the child's admission to a District school:

1. The parent, guardian, or other responsible person shall furnish the child's social security number, or if they request, the district will assign the child a nine (9) digit number designated by the department of education.
2. The parent, guardian, or other responsible person shall provide the district with one (1) of the following document indicating the child's age:
  - a. A birth certificate;
  - b. A statement by the local registrar or a county recorder certifying the child's date of birth;
  - c. An attested baptismal certificate;
  - d. A passport;
  - e. An affidavit of the date and place of birth by the child's parent or guardian;
  - f. United State military identification; or
  - g. Previous school records.
3. The parent, guardian or other responsible person shall indicate on school registration forms whether the child has been expelled from school in any other school district or is a party to an expulsion proceeding. The Board of Education reserves the right, after a hearing before the Board, not to allow any person who has been expelled from another school district to enroll as a student until the time of the person's expulsion has expired.
4. In accordance with Policy 4.57—IMMUNIZATIONS, the child shall be age appropriately immunized or have an exemption issued by the Arkansas Department of Health.

### **Uniformed Services Member's Children**

For the purposes of this policy,

"active duty members of the uniformed services" includes members of the National Guard and Reserve on active duty orders pursuant to 10 U.S.C. Section 1209 and 1211;

"uniformed services" means the Army, Navy, Air Force, Marine Corps, Coast Guard as well as the Commissioned Corps of the National Oceanic and Atmospheric Administration, and Public Health Services;

"veteran" means: a person who served in the uniformed services and who was discharged or released there from under conditions other than dishonorable.

"Eligible child" means the children of:

- Active duty members of the uniformed services;
- Members or veterans of the uniformed services who are severely injured and medically discharged or retired for a period of one (1) year after medical discharge or retirement; and
- Members of the uniformed services who die on active duty or as a result of injuries sustained on active duty for a period of one (1) year after death.

**An eligible child as defined in this policy shall:**

1. be allowed to continue his/her enrollment at the grade level commensurate with his/her grade level he/she was in at the time of transition from his/her previous school, regardless of age;
2. be eligible for enrollment in the next highest grade level, regardless of age if the student has satisfactorily completed the prerequisite grade level in his/her previous school;
3. enter the District's school on the validated level from his/her previous accredited school when transferring into the District after the start of the school year;
4. be enrolled in courses and programs the same as or similar to the ones the student was enrolled in his/her previous school to extent that space is available. This does not prohibit the District from performing subsequent evaluations to ensure appropriate placement and continued enrollment of the student in the courses/and/or programs;
5. be provided services comparable to those the student with disabilities received in his/her previous school based on his/her previous Individualized Education Program (IEP). This does not preclude the District school from performing subsequent evaluations to ensure appropriate placement of the student;
6. make reasonable accommodations and modifications to address the needs of an incoming student with disabilities, subject to an existing 504 or Title II Plan, necessary to provide the student with equal access to education. This does not preclude the District school from performing subsequent evaluations to ensure appropriate placement of the student;
7. be enrolled by an individual who has been given the special power of attorney for the student's guardianship. The individual shall have the power to take all other actions requiring parental participation and/or consent;
8. be eligible to continue attending District schools if he/she has been placed under the legal guardianship of a noncustodial parent living outside the district by a custodial parent on active military duty.

Cross References: COMMUNICABLE DISEASES AND PARASITES; RESIDENCE REQUIREMENTS, STUDENT TRANSFERS, SCHOOL CHOICE, HOMELESS STUDENTS

Legal References: A.C.A. § 6-4-302; A.C.A. § 6-18-201(c); A.C.A. § 6-18-207; A.C.A. § 6-18-208; A.C.A. § 6-18-510; A.C.A. § 6-18-702; A.C.A. § 6-15-504(l); A.C.A. § 9-28-113; Plyler v Doe 457 US 202,221 (1982)

Cross References: RESIDENT REQUIREMENTS; STUDENT TRANSFERS; SCHOOL CHOICE; COMMUNICABLE DISEASES AND PARASITES; HOMELESS STUDENTS

Revised: June 20, 2011; Last Revised: February 17, 2015

**EXEMPTION POLICY**

As a reward for regular attendance, academic performance and outstanding behavior, students in grades 5-12 will be exempted from spring semester finals in a class or classes if the student meets all of the following criteria:

1. The student has no more than four (4) absences from that class for the spring semester.
2. Students must have a C average or better in an individual class in the spring semester to be exempt from that test.
3. The student has no suspensions (including in-school suspension) during the spring semester.
4. The student has not had more than four tardies the entire spring semester.
5. Any student who has been expelled at any time during the school year will be ineligible for exemption for tests for either semester.



Exemptions to this policy may be made on a case-by-case basis. If an injury occurs:

- During an event that the student is a representative/participant of the school.
- Occurs during the school day through no fault of the student.

If medical documentation is supplied a student will be considered for an exemption by a committee formed of an administrator, teacher, and counselor.

It is required of all High School faculty members to administer a formal comprehensive exam at the end of the first academic semester.

Revised: June 21, 2010; Last Revised: June 20, 2016

## **EXPULSION**

The Board of Education may expel a student for a period longer than ten (10) school days for violation of the District's written discipline policies. The Superintendent may make a recommendation of expulsion to the Board of Education for student conduct deemed to be of such gravity that suspension would be inappropriate, or where the student's continued attendance at school would disrupt the orderly learning environment or would pose an unreasonable danger to the welfare of other students or staff.

The Superintendent or his/her designee shall give written notice to the parents or legal guardians (mailed to the address reflected on the District's records) that he/she will recommend to the Board of Education that the student be expelled for the specified length of time and state the reasons for the recommendation to expel. The notice shall give the date, hour, and place where the Board of Education will consider and dispose of the recommendation.

The hearing shall be conducted not later than ten (10) school days following the date of the notice, except that representatives of the Board and student may agree in writing to a date not conforming to this limitation.

The President of the Board, Board attorney, or other designated Board member shall preside at the hearing. The student may choose to be represented by legal counsel. Both the district administration and School Board also may be represented by legal counsel. The hearing shall be conducted in open session of the Board unless the parent, or student if age 18 or older, requests that the hearing be conducted in executive session. Any action taken by the Board shall be in open session.

During the hearing, the Superintendent, or designee, or representative will present evidence, including the calling of witnesses that gave rise to the recommendation of expulsion. The student, or his/her representative, may then present evidence including statements from persons with personal knowledge of the events or circumstances relevant to the charges against the student. Formal cross-examination will not be permitted. However, any member of the Board, the Superintendent, or designee, the student, or his/her representative may question anyone making a statement and/or the student. The presiding officer shall decide questions concerning the appropriateness or relevance of any questions asked during the hearing.

Except as permitted by the Weapons policy, the Superintendent shall recommend the expulsion of any student for a period of not less than one (1) year for possession of any firearm prohibited on school campus by law. The Superintendent shall, however, have the discretion to modify the expulsion recommendation for a student on a case-by-case basis. Parents or legal guardians of a student enrolling from another school after the expiration of an expulsion period for a weapons policy violation shall be given a copy of the current laws regarding the possibility of parental responsibility for allowing a child to possess a weapon on school property. The parents or legal guardians shall sign a statement acknowledging that they have read and understand said laws prior to the student being enrolled in school.

The Superintendent and the Board of Education shall complete the expulsion process of any student that was initiated because the student possessed a firearm or other prohibited weapon on school property regardless of the enrollment status of the student.

Legal Reference: A.C.A. § 6-18-507, A.C.A. § 5-27-210

Date Adopted: June 6, 2002; Revised: July 1, 2008

## **EXTRACURRICULAR ACTIVITIES – SECONDARY SCHOOLS**

### **Definitions:**

“Academic Courses” are those courses for which class time is scheduled, which can be credited to meet the minimum requirements for graduation, which is taught by a teacher required to have State licensure in the course or is otherwise qualified under Arkansas statute, and has a course content guide which has been approved by the Arkansas Department of Education (ADE). Any of the courses for which concurrent high school credit is earned may be from an institution of higher education recognized by ADE. If a student passes an academic course offered on a block schedule, the course can be counted twice toward meeting the requirement for students to pass four (4) academic courses per semester as required by this policy.

“Extracurricular activities” are defined as: any school sponsored program where students from one or more schools meet, work, perform, practice under supervision outside of regular class time, or are competing for the purpose of receiving an award, rating, recognition, or criticism, or qualification for additional competition. Examples include, but are not limited to, inter/intrascholastic athletics, cheerleading, band, choral, math, or science competitions, field trips, and club activities.

“Field Trips” are when individual students or groups of students are invited to programs or events when there is no competition and the students are not interacting with each other for the purpose of planning, qualifying, or arranging for future programs or for the purpose of receiving recognition.

“Interscholastic Activities” means athletic or non-athletic/academic activities where students compete on a school vs. school basis.

“Intrascholastic Activities” means athletic or non-athletic/academic activities where students compete with students from within the same school.

“Supplemental Improvement Program (SIP)” is an additional instructional opportunity for identified students outside of their regular classroom and meets the criteria outlined in the current Arkansas Activities Association (AAA) Handbook.

### **Extracurricular Eligibility**

The Board believes in providing opportunities for students to participate in extracurricular activities that can help enrich the student’s educational experience. At the same time, the Board believes that a student’s participation in extracurricular activities cannot come at the expense of his/her classroom academic achievement. Interruptions of instructional time in the classroom are to be minimal and absences from class to participate in extracurricular activities shall not exceed one per week per extracurricular activity (tournaments excepted). Additionally, a student’s participation in, and the District’s operation of, extracurricular activities shall be subject to the following policy. All students are eligible for extracurricular activities unless specifically denied eligibility on the basis of criteria outlined in this policy.

Any student who refuses to sit for a State assessment or attempts to boycott a State assessment by failing to put forth a good faith effort on the assessment as determined by the assessment administrator/proctor, or whose parents do not send their student to school on the dates the assessments are administered or scheduled as make-up days shall not be permitted to participate in any non-curriculum related extracurricular activity. The student shall remain ineligible to participate until the student takes the same or a following state mandated assessment, as applicable, or completes the required remediation for the assessment the student failed to put forth a good faith effort on. The superintendent or designee may wave this paragraph's provisions when the student’s failure was due to exceptional or extraordinary circumstances. Students falling under the provisions of this paragraph shall be permitted to attend curriculum related field trips occurring during the school day.

## **Interscholastic Activities**

Each school in the District shall post on its website its schedule of interscholastic activities, including sign-up, tryout, and participation deadlines, at least one semester in advance of those activities. A hard copy of the schedule shall be available upon request.

### **ACADEMIC REQUIREMENTS: Junior High**

A student promoted from the sixth to the seventh grade automatically meets scholarship requirements. A student promoted from the seventh to the eighth grade automatically meets scholarship requirements for the first semester. The second semester eighth-grade student meets the scholarship requirements for junior high if he/she has successfully passed four (4) academic courses the previous semester.

The first semester ninth-grade student meets the scholarship requirements for junior high if he/she has successfully passed four (4) academic courses the previous semester.

The second semester ninth-grade student meets the scholarship requirements for junior high if he/she has successfully passed (4) academic courses the previous semester which count toward his/her high school graduation requirements.

Ninth-grade students must meet the requirements of the senior high scholarship rule by the end of the second semester in the ninth grade in order to be eligible to participate the fall semester of their tenth-grade year.

### **ACADEMIC REQUIREMENTS: Senior High**

In order to remain eligible for competitive interscholastic activity, a student must have passed (4) academic courses the previous semester and either:

- 1) Have earned a minimum Grade Point Average (GPA) of 2.0 from all academic courses the previous semester; or
- 2) If the student has passed four (4) academic courses the previous semester but does not have a 2.0 GPA the student must be enrolled and successfully participating in an SIP to maintain their competitive interscholastic extracurricular eligibility.

## **STUDENTS WITH AN INDIVIDUAL EDUCATION PROGRAM**

In order to be considered eligible to participate in competitive interscholastic activities, students with disabilities must pass at least four (4) courses per semester as required by their individual education program (IEP).

## **ARKANSAS ACTIVITIES ASSOCIATION**

In addition to the foregoing rules, the district shall abide by the rules and regulations of AAA governing interscholastic activities. AAA provides catastrophic insurance coverage for students participating in AAA governed extracurricular activities who are enrolled in school. As a matter of District policy, no student may participate in an AAA governed extracurricular activity unless he or she is enrolled in a district school, to ensure all students are eligible for AAA catastrophic insurance.

### **Intrascholastic Activities**

#### **AAA Governed Activities**

Students participating in intrascholastic extracurricular activities that would be governed by AAA if they were to occur between students of different schools shall meet all interscholastic activity eligibility requirements to be eligible to participate in the comparable intrascholastic activity. The District will abide by the AAA Handbook for such activities to ensure District students are not disqualified from participating in interscholastic activities.

## **Non-AAA Governed Activities**

Unless made ineligible by District policies, all students shall be eligible to participate in non-AAA governed intrascholastic extracurricular activities. Intrascholastic activities designed for a particular grade(s) or course(s) shall require the student to be enrolled in the grade(s) or course(s).

Cross References:       STUDENT PROMOTION AND RETENTION  
                                  EXTRACURRICULAR ACTIVITIES - ELEMENTARY

Legal References:       State Board of Education Standards for Accreditation 10.05 and 10.06; Arkansas  
                                  Activities Association Handbook

Date Adopted: May 19, 2014; Revised: July 18, 2016

## **FIELD TRIPS**

Glen Rose School does, in order to enrich the student educational process, provide for opportunities for field trips away from school. The trips are intended to expose the students to a variety of cultural and educational experiences. These activities must not be excessive and detrimental to the student's basic education. Students with undesirable behavior will not be allowed to participate. A student will be notified not less than 24 hours if he/she is ineligible to participate in a field trip.

If a student cannot participate in a field trip and the trip is part of the student's grade, the student will be given an alternate assignment of equal value. Student conduct while on the field trip will be governed as per handbook policy.

## **FREE TEXTBOOKS**

Books are purchased by the school with the expectation of using them for a period of six years. Students who lose, destroy or deface books which are issued to them will be charged with the responsibility of paying for these items on a prorated basis. Students are not accountable for wear which occurs from normal use of a book.

## **FULL DAY OF SCHOOL FOR SENIORS**

Act 675, of the 2003 session requires high school students in grades 9-12 to attend a full school day. There are exceptions to this policy: "Financial hardships" means harm or suffering caused by a student's inability to obtain or provide basic life necessities of food, clothing and shelter for the student or the student's family. This will be handled on a case by case basis.

## **GANGS AND GANG ACTIVITY**

The Board is committed to ensuring a safe school environment conducive to promoting a learning environment where students and staff can excel. An orderly environment cannot exist where unlawful acts occur causing fear, intimidation, or physical harm to students or school staff.

Gangs, secret societies, or other similar groups, whether organized in the community or in other settings, are prohibited on the school grounds and campus at any school-sponsored activity.

Gangs and their activities create such an atmosphere and shall not be allowed on school grounds or at school functions. Gang-related activity – whether genuine or a pretense that is identified by school officials will result in a minimum out of school suspension and a maximum of permanent expulsion.

The following actions are prohibited by students on school property or at school functions:

1. Wearing or possessing any clothing, bandanas, jewelry, symbol, or other sign associated with membership in, or representative of, any gang;

2. Engaging in any verbal or nonverbal act such as throwing signs, gestures, or handshakes representative of membership in any gang;
3. Recruiting, soliciting, or encouraging any person through duress or intimidation to become or remain a member of any gang; and/or
4. Extorting payment from any individual in return for protection from harm from any gang.

Students found to be in violation of this policy shall be subject to disciplinary action up to and including expulsion.

Students arrested for gang related activities occurring off school grounds shall be subject to the same disciplinary actions as if they had occurred on school grounds.

Legal References: A.C.A. § 6-15-1005; A.C.A. § 5-74-201

Date Adopted: June 6, 2002; Last Revised: June 20, 2011

## **GIFTED AND TALENTED PROGRAM**

The gifted and talented program is for students in Grades 9 - 12. The criterion for being selected to enter this program includes a case study approach. Nomination forms for possible inclusion in the program may be obtained from the G/T Coordinator.

## **GLEN ROSE SOS ACADEMY**

As required by A.C.A. 6-18-508, the Glen Rose School District's A.L.E. is provided on campus. Assignment of students to the A.L.E. program is not subject to appeal or review by the Glen Rose School Board of Directors.

## **GRADES, EVALUATION, AND REPORTING**

Report cards are issued at the end of the four nine-weeks grading periods. At the end of the second and fourth-nine weeks grading periods the student is given a cumulative grade for two nine-week periods and a semester exam, and it is this grade that is recorded on the student's permanent record. The grade at the end of the first nine-week period is in the nature of a progress report. Interested parents/guardians are encouraged to mark on their calendars the dates report cards are issued. A nine-week test is required to be given either the first or third nine weeks.

Deficiency Reports - Teachers shall send to the parent the grade of any student who is failing or making the grade of D. If the teacher feels a student is obviously capable of better work than is shown, the teacher may send a report home whatever the grade may be. The reports will have a special area where the teacher may check off the deficiency or deficiencies of the student. Deficiency reports will be given to students to take home during the fifth (5th) week of each nine (9) week grading period. A teacher may require a student to have a parent sign the deficiency report and return it for the teacher's files.

Grades assigned to students for performance shall reflect only the extent to which a student has achieved the expressed academic objectives such as those contained in the learner outcomes and curriculum frameworks. Any criteria other than those related to educational or academic objectives shall not be utilized.

The school offers timely parent-teacher conferences. If the progress of a student is unsatisfactory in a subject, the teacher shall attempt to schedule a parent-teacher conference. If there are any concerns that a parent feels the need to discuss before conferences, the parent should call the school and set up an appointment. The faculty members are available during conference periods and after school for thirty minutes. In the conference, the teacher shall explain the reasons for difficulties and shall develop, cooperatively with the parents, a plan for remediation which may enhance the probability of the student succeeding.

The final grades of students who transfer in for part of a semester will be determined by blending the grades earned in the district with those earned outside the district. Each final grade will be the sum of the percentage of

days in the grading period transferred from outside the district times the transferred grade from outside the district plus the percentage of days in the grading period while in the district times the grade earned in the district.

For example: The grading period had 40 days. A student transferred in with a grade of 83% earned in 10 days at the previous school. The student had a grade of 75% in our district's school earned in the remaining 30 days of the grading period. 10 days is 25% of 40 days while 30 days is 75% of 40 days. Thus the final grade would be  $.25 (83) + .75 (73) = 75.5\%$ .

Legal References: A.C.A. § 6-15-902; State Board of Education: Standards of Accreditation 12.02; Arkansas Department of Education Rules and Regulations Governing Uniform Grading Scales for Public Secondary Schools

Date Adopted June 6, 2002: Last Revised: June 20, 2011

## GRADING SCALES/SEMESTER AVERAGES

The following grading scale as approved by ACT 576 of the 1993 legislative session will be used in computing ALL courses in Grades 9 - 12:

PERCENT	GRADE	GRADE POINT	AP/IB/HONORS	MEANING
90 - 100	A	4.00	5.00	Superior
80 - 89	B	3.00	4.00	Good
70 - 79	C	2.00	3.00	Satisfactory
60 - 69	D	1.00	2.00	Poor
Below 60	F	.00	.00	No Credit

An "F" indicates failure to perform with reasonable effort as well as unsatisfactory achievement. An "F" does not count toward certificate requirements.

### COMPUTATION FOR NINE-WEEKS/SEMESTER AVERAGES:

1. Tests and major projects constitute at least 65% of the nine-week grade, and homework constitutes not more than 35% of such grade.
2. Semester examinations (where applicable) constitute 1/5 (20%) of the semester average, with the remaining 4/5 (80%) determined by the average of two nine-week averages.

NOTE: Conduct grades are not reflected in academic averages.

Last Revised: January 24, 2012

## GRADUATION PARTICIPATION REQUIREMENTS

In order for a graduating senior to be able to participate in the actual ceremony the following requirements must be met:

### Senior Awards Assembly

The awards assembly is **mandatory** unless prior approval from superintendent has been obtained for all seniors. The dress code is **casual business attire** which means khakis, a button-down tucked-in shirt and belt or a polo shirt, and dark closed-toed shoes other than athletic footwear for guys. For girls, a dress or slacks and a blouse with appropriate shoes will work. T-shirts, jeans, flip-flops, hats, tennis shoes, and shorts are not appropriate.

### **Senior Breakfast and Graduation Practice:**

Attendance at senior breakfast is **mandatory**. Graduation practice follows in the arena and is also **mandatory**. **Any absences from either of those must be approved prior to the absence with the superintendent.**

### **Graduation:**

Dress code for graduation will include dark slacks or khakis, a white or light button-down collar shirt, and dark closed-toed shoes (not athletic shoes) for guys. Girls need to make sure that what is showing below or under the red or white gown does not clash! Shoes can be sandals or heels, just not flip-flops or athletic shoes.

Date Adopted: June 16, 2014

## **GRIEVANCE PROCEDURES**

The grievance procedure is applicable to any situation not covered by law or other specific procedures provided for in board policies. This procedure may be used by a student who feels that there has been a violation, misinterpretation or inequitable application of rules and regulations, laws, or administrative order.

It is desirable that student problems be resolved at the earliest possible time and at the most immediate level of supervision. At any time during this procedure the student may obtain counsel.

Time limits for any step in the procedure may be set by mutual consent of the parties and any step not necessary may be deleted from the process.

STEP 1: A student and/or a parent/guardian who feels that he/she has a grievance should present the matter orally or in writing to the staff member involved.

STEP 2: If the problem is still unresolved the grievant may request a meeting with the principal to present the matter orally or in writing. This should be submitted within 30 days of occurrence of the problem. If the grievance is related to discrimination based on race, sex or handicapping condition the grievant may contact the Equity Coordinator for assistance.

STEP 3: If the problem is still unresolved the grievant may request the principal in writing to arrange a meeting with the Superintendent. This meeting shall be held within 10 working days after the receipt of the written request.

Last Revised: June 16, 2014

## **HALL PASS POLICY**

All students outside of the classroom during the regular class time are responsible for having a hall pass in their possession. This includes students in the hall, on the parking lot, or in transit from one area of the campus to another. Students in violation of this policy will be subject to disciplinary action ranging from a verbal warning to out of school suspension.

## **HEALTH SERVICES**

The Board believes that healthy children promote a better learning environment, are more capable of high student achievement, and will result in healthier, more productive adults. Therefore, the goal of the District's health services is to promote a healthy student body. This requires both the education of students concerning healthy behaviors, as well as providing health care services to pupils.

While the school nurse is under the supervision of the school principal the delegation of health care duties shall be in accordance with the Arkansas Nurse Practice Act and the Arkansas State Board of Nursing rules and regulations, Chapter Five: Delegation of Nursing Care.

## **HOME ACCESS CENTER (HAC)**

The Glen Rose School district offers Home Access Center (HAC) for parents. It is a useful tool for parents to keep up to date with a student's grades on line. Only the parent/guardian can receive an activation code from the principal's office. When an account has been activated, and the school has posted information, HAC can be used to check a student's latest grades, receive e-mail alerts when grades are posted, receive e-mails with school or class information, see what homework is not turned in, view attendance and view a school calendar. If HAC is not current with the student's grades please contact the principal's office.

## **HOME SCHOOLING**

Parents or legal guardians desiring to provide a home school for their children must give written notice to the superintendent of their intent to do so and sign a waiver acknowledging that the State of Arkansas is not liable for the education of their children during the time the parents choose to home school. Notice shall be given:

1. At the beginning of each school year, but no later than August 15;
2. By December 15 for parents who decide to start home schooling at the beginning of the spring semester; or
3. Fourteen (14) calendar days prior to withdrawing the child (provided the student is not currently under disciplinary action for violation of any written school policy, including, but not limited to, excessive absences) and at the beginning of each school year thereafter.

The parents or legal guardians shall deliver written notice in person to the superintendent the first time such notice is given and the notice must include:

1. The name, date of birth, grade level, and the name and address of the school last attended, if any;
2. The location of the home school;
3. The basic core curriculum to be offered;
4. The proposed schedule of instruction; and
5. The qualifications of the parent-teacher.

To aid the district in providing a free and appropriate public education to students in need of special education services, the parent or legal guardian home schooling their children shall provide information, which might indicate the need for special education services.

Last Revised: June 19, 2012

## **HOMELESS STUDENT**

The Glen Rose School District will afford the same services and educational opportunities to homeless children as are afforded to non-homeless children. The Superintendent or his/her designee shall appoint an appropriate staff person to be the local educational agency (LEA) liaison for homeless children and youth whose responsibilities shall include, but are not limited to:

- Receive appropriate time and training in order to carry out the duties required by law and this policy;
- coordinate and collaborate with the State Coordinator, community, and school personnel responsible for education and related services to homeless children and youths;
- Ensure that school personnel receive professional development and other support regarding their duties and responsibilities for homeless youths;
- Ensure that unaccompanied homeless youths:
  - Are enrolled in school;
  - Have opportunities to meet the same challenging State academic standards as other children and youths; and
  - Are informed of their status as independent students under the Higher Education Act of 1965 and that they may obtain assistance from the LEA liaison to receive verification of such status for purposes of the Free Application for Federal Student Aid;



- Ensure that public notice of the educational rights of the homeless children and youths is disseminated in locations frequented by parents or guardians of such youth, and unaccompanied homeless youths, including schools, shelters, public libraries, and soup kitchens, in a manner and form that is easily understandable.

To the extent possible, the LEA liaison and the building principal shall work together to ensure no homeless child or youth is harmed due to conflicts with District policies solely because of the homeless child or youth's living situation; this is especially true for District policies governing fees, fines, and absences.

Notwithstanding Policy 4.1, homeless students living in the district are entitled to enroll in the district's school that non-homeless students who live in the same attendance area are eligible to attend. If there is a question concerning the enrollment of a homeless child due to a conflict with Policy 4.1 or 4.2, the child shall be immediately admitted to the school in which enrollment is sought pending resolution of the dispute, including all appeals. It is the responsibility of the District's LEA liaison for homeless children and youth to carry out the dispute resolution process.

For the purposes of this policy "school of origin" means:

- The school that a child or youth attended when permanently housed or the school in which the child or youth was last enrolled, including a preschool; and
- The designated receiving school at the next grade level for all feeder schools when the child completes the final grade provided by the school of origin.

The District shall do one of the following according to what is in the best interests of a homeless child:

1. Continue the child's or youth's education in the school of origin for the duration of homelessness:
  - a. In any case in which a family becomes homeless between academic years or during an academic year; and
  - b. For the remainder of the academic year, if the child or youth becomes permanently housed during an academic year; or
2. Enroll the child or youth in any public school that non-homeless students who live in the attendance area in which the child or youth is actually living are eligible to attend.

In determining the best interest of the child or youth, the District shall:

- Presume that keeping the child or youth in the school of origin is in the child's or youth's best interest, except when doing so is contrary to the request of the child's or youth's parent or guardian, or (in the case of an unaccompanied youth) the youth;
- Consider student-centered factors related to the child's or youth's best interest, including factors related to the impact of mobility on achievement, education, health, and safety of homeless children and youth, giving priority to the request of the child's or youth's parent or guardian or (in the case of an unaccompanied youth) the youth.

If the District determines that it is not in the child's or youth's best interest to attend the school of origin or the school requested by the parent or guardian, or (in the case of an unaccompanied youth) the youth, the District shall provide the child's or youth's parent or guardian or the unaccompanied youth with a written explanation of the reasons for its determination, in a manner and form understandable to such parent, guardian, or unaccompanied youth, including information regarding the right to appeal. For an unaccompanied youth, the District shall ensure that the LEA liaison assists in placement or enrollment decisions, gives priority to the views of such unaccompanied youth, and provides notice to such youth of the right to appeal.

The homeless child or youth must be immediately enrolled in the selected school regardless of whether application or enrollment deadlines were missed during the period of homelessness.

The District shall be responsible for providing transportation for a homeless child, at the request of the parent or guardian (or in the case of an unaccompanied youth, the LEA Liaison), to and from the child's school of origin.

For the purposes of this policy, students shall be considered homeless if they lack a fixed, regular, and adequate nighttime residence and:

- A. Are:
  - Sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason;
  - Living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative adequate accommodations;
  - Living in emergency or transitional shelters;
  - Abandoned in hospitals; or
  - Awaiting foster care placement;
- B. Have a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings;
- C. Are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings; and
- D. Are migratory children who are living in circumstances described in clauses (a) through (c).

In accordance with Federal law, information on a homeless child or youth's living situation is part of the student's education record and shall not be considered, or added, to the list of directory information in Policy 4.13.

Legal References: 42 U.S.C. § 11431 et seq.; 42 U.S.C. § 11431 (2); 42 U.S.C. § 11432(g)(1)(H)(I); 42 U.S.C. § 11432 (g)(1)(J)(i), (ii), (iii), (iii)(I), (iii)(II); 42 U.S.C. § 11432 (g)(3)(A), (A)(i), (A)(i)(I), (A)(i)(II), (A)(ii); 42 U.S.C. § 11432 (g)(3)(B)(i), (ii), (iii); 42 U.S.C. § 11432 (g)(3)(C)(i), (ii), (iii); 42 U.S.C. § 11432 (g)(3)(E)(i), (ii), (iii); 42 U.S.C. § 11432 (g)(3)(G); 42 U.S.C. § 11432 (g)(4) (A), (B), (C), (D), (E); 42 U.S.C. § 11434a

Last Revised: June 20, 2016

## **HOMEWORK POLICY**

Homework is considered an integral part of the learning process. The utilization of homework is discretionary with teachers, in order to supplement, compliment and reinforce teaching and learning. Homework assignments shall take into consideration the age and ability of the student and any other applicable circumstance in the judgment of the teacher.

Homework may be included in evaluation of the progress and achievement of the student and may count up to thirty-five (35%) of the nine weeks grade.

As an extension of the classroom, homework must be planned and organized and should be viewed by the students as purposeful.

The Board of Education recognizes that individual grade levels have varying needs concerning homework and each building level student handbook will address specific policies.

Parents shall be notified of this policy at the beginning of each school year.

Legal Reference: State Board of Education Rules & Regulations: Accreditation Standards 10.07

Date Adopted: June 6, 2002; Revised: May 16, 2004; Last Revised: June 18, 2007

## HONOR GRADUATES – (CLASS OF 2017)

In order to receive the distinction of an honor graduate, the student must complete a minimum of 22 credits on the college curriculum as defined by the state board of higher education and the state board of education and beginning with the **Class of 2017** the student must have completed two years of foreign language. All student grade point averages will be calculated from grade 9 through 12.

**Summa Cum Laude** (with highest honors) will have a cumulative G.P.A. of 3.75 or above out of a possible 4.00. These students will wear a white robe during the graduation ceremony.

**Magna Cum Laude** (with high honors) will have a cumulative G.P.A. of 3.50 - 3.74 out of a possible 4.00.

**Cum Laude** (with honors) will have a cumulative G.P.A. of 3.25 - 3.49 out of a possible 4.00.

Honor graduate status will be computed when grades following the eighth (8th) semester of high school work have been finalized. Rank will be computed based on the weighted G.P.A.

Any Advanced Placement student's transcript with all "A's" and the same number of AP courses shall be evaluated by a committee appointed by the principal to determine final class ranking.

Last Revised: October 21, 2014

## HONOR GRADUATES AND DISTINGUISHED GRADUATES (CLASS OF 2018 AND ALL CLASSES THEREAFTER)

In order to receive the distinction of **an honor graduate**, the student must complete a minimum of 24 credits on the college curriculum as defined by the state board of higher education and the state board of education and beginning with the Class of 2017 the student must have completed two years of foreign language. Additionally with the Class of 2017 all students must have completed 24 credits. All student grade point averages will be calculated from grade 9 through 12.

All students who graduate with honors must complete the following:

1. Must complete Smart Core Curriculum
2. Must complete two (2) units of the same foreign language
3. Must complete six (6) units from the following:

Pre-AP English 9	Pre-AP U.S. History
Pre-AP English 10	AP U.S. History
AP Literature	Pre-AP Biology
AP Language	AP Biology
Freshman Comp I	AP Calculus
Freshman Comp II	College Algebra
	College Trigonometry

**Summa Cum Laude** (with highest honors) will have a cumulative G.P.A. of 4.00 or above out of a possible 4.00. These students will wear a white robe during the graduation ceremony.

**Magna Cum Laude** (with high honors) will have a cumulative G.P.A. of 3.75 - 3.99 out of a possible 4.00.

**Cum Laude** (with honors) will have a cumulative G.P.A. of 3.50 - 3.74 out of a possible 4.00.

Honor graduate status will be computed when grades following the eighth (8th) semester of high school work have been finalized. Rank will be computed based on the weighted G.P.A.

Any Advanced Placement student's transcript with all "A's" and the same number of AP courses shall be evaluated by a committee appointed by the principal to determine final class ranking.

In order to be recognized as a **Distinguished Graduate** the student must have completed 24 credits for graduation, complete the Smart Core Curriculum and have a 3.5 G.P.A. or above. The students will be given a stole to recognize their achievement.

Last Revised: October 21, 2014

## IMMUNIZATIONS

### Definitions

"In process" means the student has received at least one dose of the required immunizations and is waiting the minimum time interval to receive the additional dose(s).

"Serologic testing" refers to a medical procedure used to determine an individual's immunity to Hepatitis B, Measles, Mumps, Rubella and Varicella.

### General Requirements

Unless otherwise provided by law or this policy, no student shall be admitted to attend classes in the District who has not been age appropriately immunized against:

- Poliomyelitis;
- Diphtheria;
- Tetanus;
- Pertussis;
- Red (rubeola) measles;
- Rubella;
- Mumps;
- Hepatitis A;
- Hepatitis B;
- Meningococcal disease;
- Varicella (chickenpox); and
- Any other immunization required by the Arkansas Department of Health (ADH).

The District administration has the responsibility to evaluate the immunization status of District students. The District shall maintain a list of all students who are not fully age appropriately immunized or who have an exemption provided by ADH to the immunization requirements based on medical, religious, or philosophical grounds. Students who are not fully age appropriately immunized when seeking admittance shall be referred to a medical authority for consultation.

The only types of proof of immunization the District will accept are immunization records provided by a:

- A. Licensed physician;
- B. Health department;
- C. Military service; or
- D. Official record from another educational institution in Arkansas.

The proof of immunization must include the vaccine type and dates of vaccine administration. Documents stating "up-to-date", "complete", "adequate", and the like will not be accepted as proof of immunization. No self or parental history of varicella disease will be accepted. Valid proof of immunization and of immunity based on serological testing shall be entered into the student's record.

In order to continue attending classes in the District, the student must have submitted:

- 1) Proof of immunization showing the student to be fully age appropriately vaccinated;
- 2) Written documentation by a public health nurse or private physician of proof the student is in process of being age appropriately immunized, which includes a schedule of the student's next immunization;
- 3) A copy of a letter from ADH indicating immunity based on serologic testing; and/or
- 4) A copy of the letter from ADH exempting the student from the immunization requirements for the current school year, or a copy of the application for an exemption for the current school year if the exemption letter has not yet arrived.

Students whose immunization records or serology results are lost or unavailable are required to receive all age appropriate vaccinations or submit number 4 above.

### **Temporary Admittance**

While students who are not fully age appropriately immunized or have not yet submitted an immunization waiver may be enrolled to attend school, such students shall be allowed to attend school on a temporary basis only. Students admitted on a temporary basis may be admitted for a maximum of thirty (30) days (or until October 1st of the current school year for the tetanus, diphtheria, pertussis, and meningococcal vaccinations required at ages eleven (11) and sixteen (16) respectively if October 1<sup>st</sup> is later in the current school year than the thirty (30) days following the student's admittance). No student shall be withdrawn and readmitted in order to extend the thirty (30) day period. Students may be allowed to continue attending beyond the thirty (30) day period if the student submits a copy of either number 2 or number 4 above.

Students who are in process shall be required to adhere to the submitted schedule. Failure of the student to submit written documentation from a public health nurse or private physician demonstrating the student received the vaccinations set forth in the schedule may lead to the revocation of the student's temporary admittance; such students shall be excluded from school until the documentation is provided.

The District will not accept copies of applications requesting an exemption for the current school year that are older than two (2) weeks based on the date on the application. Students who submit a copy of an application to receive an exemption from the immunization requirements for the current year to gain temporary admittance have thirty (30) days from the admission date to submit either a letter from ADH granting the exemption or documentation demonstrating the student is in process and a copy of the immunization schedule. Failure to submit the necessary documentation by the close of the thirty (30) days will result in the student being excluded until the documentation is submitted.

### **Exclusion From School**

In the event of an outbreak, students who are not fully age appropriately immunized, are in process, or are exempt from the immunization requirements may be required to be excluded from school in order to protect the student. ADH shall determine if it is necessary for students to be excluded in the event of an outbreak. Students may be excluded for twenty-one (21) days or longer depending on the outbreak. No student excluded due to an outbreak shall be allowed to return to school until the District receives approval from ADH.

Students who are excluded from school are not eligible to receive homebound instruction unless the excluded student had a pre-existing IEP or 504 Plan and the IEP/504 team determines homebound instruction to be in the best interest of the student. To the extent possible, the student's teacher(s) shall place in the principal's office a copy of the student's assignments:

- for the remainder of the week by the end of the initial school day of the student's exclusion; and
- by the end of each school's calendar week for the upcoming week until the student returns to school.

It is the responsibility of the student or the student's parent/legal guardian to make sure that the student's assignments are collected.

Students excluded from school shall have five (5) school days from the day the student returns to school to submit any homework and to make up any examinations. State mandated assessments are not included in “examinations” and the District has no control over administering state mandated make-up assessments outside of the state’s schedule. Students shall receive a grade of zero for any assignment or examination not completed or submitted on time.

Cross References: ENTRANCE REQUIREMENTS; ABSENCES; MAKE-UP WORK

Legal References: A.C.A. § 6-18-702; ADE Rules Governing Kindergarten Through 12<sup>th</sup> Grade Immunization Requirements In Arkansas Public Schools; ADH Rules and Regulations Pertaining to Immunization Requirements

Date Adopted: February 17, 2015

## **ILLNESS/ACCIDENT**

If a student becomes too ill to remain in class and/or could be contagious to other students, the principal or designee will attempt to notify the student’s parent or legal guardian. The student will remain in the school’s health room or a place where he/she can be supervised until the end of the school day or until the parent/legal guardian can check the student out of school.

If a student becomes seriously ill or is injured while at school and the parent/legal guardian cannot be contacted, the failure to make such contact shall not unreasonably delay the school’s expeditious transport of the student to an appropriate medical care facility. The school assumes no responsibility for treatment of the student. When available, current, and applicable, the student’s emergency contact numbers and medical information will be utilized. Parents are strongly encouraged to keep this information up to date.

## **INTERNET SAFETY AND ELECTRONIC DEVICE USE**

### **Definition**

For the purposes of this policy, "electronic device" means anything that can be used to transmit or capture images, sound, or data.

The District makes electronic device(s) and/or electronic device Internet access available to students, to permit students to perform research and to allow students to learn how to use electronic device technology. Use of district electronic devices is for educational and/or instructional purposes only. Student use of electronic device(s) shall only be as directed or assigned by staff or teachers; students are advised that they enjoy no expectation of privacy in any aspect of their electronic device use, including email, and that monitoring of student electronic device use is continuous.

No student will be granted Internet access until and unless an Internet and electronic device use agreement, signed by both the student and the parent or legal guardian (if the student is under the age of eighteen [18]) is on file. The current version of the Internet and electronic device use agreement is incorporated by reference into board policy and is considered part of the student handbook.

### **Technology Protection Measures**

The District is dedicated to protecting students from materials on the Internet or world wide web that are inappropriate, obscene, or otherwise harmful to minors; therefore, it is the policy of the District to protect each electronic device with Internet filtering software that is designed to prevent students from accessing such materials. For purposes of this policy, “harmful to minors” means any picture, image, graphic image file, or other visual depiction that:

(A) taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion;

(B) depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an

actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and  
(C) taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.

### **Internet Use and Safety**

The District is dedicated to ensuring that students are capable of using the Internet in a safe and responsible manner. The District uses technology protection measures to aid in student safety and shall also educate students on appropriate online behavior and Internet use including, but not limited to: interacting with other individuals on social networking websites and in chat rooms; Cyberbullying awareness; and Cyberbullying response.

### **Misuse of Internet**

The opportunity to use the District's technology to access the Internet is a privilege and not a right. Students who misuse electronic devices or Internet access in any way will face disciplinary action, as specified in the student handbook and/or Internet safety and electronic device use agreement. Misuse of the Internet includes:

- The disabling or bypassing of security procedures, compromising, attempting to compromise, or defeating the district's technology network security or Internet filtering software;
- The altering of data without authorization;
- Disclosing, using, or disseminating passwords, whether the passwords are the student's own or those of another student/faculty/community member, to other students;
- Divulging personally identifying information about himself/herself or anyone else either on the Internet or in an email unless it is a necessary and integral part of the student's academic endeavor. Personally identifying information includes full names, addresses, and phone numbers.
- Using electronic devices for any illegal activity, including electronic device hacking and copyright or intellectual property law violations;
- Using electronic devices to access or create sexually explicit or pornographic text or graphics;
- Using electronic devices to violate any other policy or is contrary to the Internet safety and electronic device use agreement.

Legal References: Children's Internet Protection Act; PL 106-554; FCC Final Rules 11-125 August 11, 2011; 20 USC 6777; 47 USC 254(h)(1); 47 CFR 54.520; 47 CFR 520(c)(4); A.C.A. § 6-21-107; A.C.A. § 6-21-111

Date Adopted: May 19, 2014

## **IN-SCHOOL SUSPENSION**

Glen Rose High School operates an in-school suspension program. An attempt to notify parents will be made when a student has been assigned In-School Suspension. Placement of students in this program will be made for disruptive behavior or violation of school rules. ISS is a structured environment that is very restrictive. Students are assigned to this program for various disciplinary infractions. Initial assignment to ISS will be fifteen days or less. An assignment of students to ISS by school district administration is not subject to appeal or review to the Glen Rose School District Board of Directors. A student will not be allowed to participate in or attend Glen Rose School activities on or off campus while assigned to in-school suspension. The student may return to participation in activities when he/she returns to his/her regular classroom schedule. If a student is removed from ISS for disciplinary reasons, he/she will receive an out-of-school suspension and will return to ISS and complete days assigned. Date Adopted: June 6, 2002;

Last Revised: July 1, 2008

## **LOCKERS**

Students are to keep their textbooks and personal belongings in their lockers, and they are responsible for their locker's contents. Students will pay for damaged and abused lockers. No stickers, writings, etc. will be put on lockers! Lockers are school property and can be inspected and searched at any time.

STUDENTS ARE NOT ALLOWED AT THEIR LOCKERS DURING CLASS PERIODS UNLESS PERMISSION IS GIVEN BY THE TEACHER (HALL PASS). STUDENTS WILL RECEIVE AN UNEXCUSED TARDY WHEN LEAVING CLASS TO GO TO LOCKERS. The school will require the use of locks on the lockers. The school will supply the first lock but if that lock is lost or destroyed the second lock must be purchased from the school. A \$4.00 non-refundable locker fee will be charged.

## **MAKE-UP OF REQUIRED COURSES**

Students failing one or both semesters of a required course for graduation have no priority in being scheduled to retake the course (state law limits class size to 30 students). Students in this position have two (2) options available:

1. The student can wait and hope a position becomes available.
2. The student may enroll in a summer program or correspondence work.

## **MAKE-UP OF WORK**

Students who miss school due to an excused absence shall be allowed to make up the work they missed during their absence under the following rules.

1. Incomplete grades must be resolved within 10 working days of the end of a grading period.
2. Students are responsible for asking the teachers of the classes they missed what assignments they need to make up.
3. Teachers are responsible for providing the missed assignments when asked by a returning student.
4. Students are required to ask for their assignments on the first day back at school or their first class day after they return.
5. Make-up tests are to be rescheduled at the discretion of the teacher, but must be aligned with the schedule of the missed work to be made up.
6. Students shall have one class day to make up their work for each class day they are absent.
7. Make-up work which is not turned in within the make-up schedule for that assignment shall receive a zero.
8. Students are responsible for turning in their make-up work without the teacher having to ask for it.
9. Students who are absent on the day their make-up work is due must turn in their work the day they return to school whether or not the class for which the work is due meets the day of their return.
10. Work may not be made up for out-of-school suspensions.
11. Work may be made up as required/permitted by the student's Individual Education Program or 504 Plan.

Work may not be made up for credit in excess of the number of allowable absences in a semester unless the absences are part of a signed agreement as permitted by Absences Policy. Out-of-school suspensions are unexcused absences.

In lieu of the timeline above, assignments for students who are excluded from school by the Arkansas department of Health during a disease outbreak are to be made up as set forth Policy 4.57—IMMUNIZATIONS.

Cross Reference: ABSENCES; IMMUNIZATIONS

Date Adopted: June 20, 2011; Last Revised: September 16, 2013



## MEDICATIONS

Prior to the administration of any medication to any student under the age of eighteen (18), written parental consent is required. The consent form shall include authorization to administer the medication and relieve the Board and its employees of civil liability for damages or injuries resulting from the administration of medication to students in accordance with this policy. All signed medication consent forms are to be maintained by the school nurse.

Unless authorized to self-administer, students are not allowed to carry any medications, including over-the-counter medications or any perceived health remedy not regulated by the US Food and Drug Administration while at school. The parent or legal guardian shall bring the student's medication to the school nurse. The student may bring the medication if accompanied by a written authorization from the parent or legal guardian. When medications are brought to the school nurse, the nurse shall document, in the presence of the parent, the quantity and type of the medication(s). If the medications are brought by a student, the school nurse shall ask another school employee to verify, in the presence of the student the quantity of the medication(s). Each person present shall sign a form verifying the quantity and type of this medication(s).

Medications, including those for self-administration, must be in the original container and be properly labeled with the student's name, the ordering health care provider's name, the name of the medication, the dosage, frequency, and instructions for the administration of the medication (including times) and additional information and pertinent instructions (such as special storage requirements) or warnings. Schedule II medications that are permitted by this policy to be brought to school shall be stored in a double locked cabinet.

Students with an individualized health plan (IHP) may be given over-the-counter medications to the extent giving such medications are included in the student's IHP.

The only Schedule II medications that shall be methylphenidate (e.g. Ritalin or closely related medications as determined by the school nurse), dextroamphetamine (Dexedrine), and amphetamine sulfate (e.g. Adderall or closely related medications as determined by the school nurse).

For the student's safety, not student will be allowed to attend school if the student is currently taking any other Schedule II medication than permitted by this policy. Students who are taking Schedule II medications which are not allowed to be brought to school shall be eligible for homebound instruction if provided for in their IEP or 504 plans.

The district's supervising registered nurse shall be responsible for creating both on and off campus procedures for administering medications.

Students who have written permission from their parent or guardian and a licensed health care practitioner on file with the District may:

- 1) Self-administer either a rescue inhaler or auto-injectable epinephrine;
- 2) Perform his/her own blood glucose checks;
- 3) Administer insulin through the insulin delivery system the student uses;
- 4) Treat the student's own hypoglycemia and hyperglycemia; or
- 5) Possess on his or her person:
- 6) A rescue inhaler or auto-injectable epinephrine; or
- 7) the necessary supplies and equipment to perform his/her own diabetes monitoring and treatment functions.

Students who have a current consent form on file shall be allowed to carry and self-administer such medication while:

- In school;
- At an on-site school sponsored activity;
- While traveling to or from school; or
- At an off-site school sponsored activity.

A student is prohibited from sharing, transferring, or in any way diverting his/her medications to any other person. The fact that a student with a completed consent form on file is allowed to carry a rescue inhaler, auto-injectable epinephrine, diabetes medication, or combination does not require him/her to have such on his/her person. The parent or guardian of a student who qualifies under this policy to self-carry a rescue inhaler, auto-injectable epinephrine, diabetes medication, or any combination on his/her person shall provide the school with the appropriate medication, which shall be immediately available to the student in an emergency.

Students may be administered Glucagon, insulin, or both in emergency situations by the school nurse or, in the absence of the school nurse, a trained volunteer school employee designated as a care provider, provided the student has:

1. an IHP that provides for the administration of Glucagon, Insulin, or both in emergency situations; and
2. a current valid consent form on file from their parent or guardian.

When the nurse is unavailable, the trained volunteer school employee who is responsible for a student shall be released from other duties during:

- A. The time scheduled for a dose of insulin in the student's IHP; and
- B. Glucagon or non-scheduled insulin administration once other staff have relieved him/her from other duties until a parent, guardian, other responsible adult or medical personnel has arrived.

A student shall have access to a private area to perform diabetes monitoring and treatment functions as outline in the student's IHP.

#### Emergency Administration of Epinephrine

The school nurse or other school employees designated by the school nurse as a care provider who have been trained and certified by a licensed physician may administer an epinephrine auto-injector in emergency situations to students who have an IHP developed under Section 504 of the Rehabilitation Act of 1973 which provides for the administration of an epinephrine auto-injector in emergency situations.

The parent of a student who has an authorizing IHP, or the student if over the age of eighteen (18), shall annually complete and sign a written consent form provided by the student's school nurse authorizing the nurse or other school employee certified to administer auto-injector epinephrine to the student when the employee believes the student is having a life-threatening anaphylactic reaction.

Students with an order from and a licensed health care provider to self-administer auto-injectable epinephrine and who have written permission from their parent or guardian shall provide the school nurse an epinephrine auto-injector. This epinephrine will be used in the event the school nurse, or other school employee certified to administer auto-injector epinephrine, in good faith professionally believes the student is having a life-threatening anaphylactic reaction and the student is either not self-carrying his/her /epinephrine auto-injector or the nurse is unable to locate it.

The school nurse for each District school shall keep epinephrine auto-injectors on hand that are suitable for the students the school serves. The school nurse or other school employee designated by the school nurse as a care provider who has been trained and certified by a licensed physician may administer auto-injector epinephrine to those students who the school nurse, or other school employee certified to administer auto-injector epinephrine, in good faith professionally believes is having a life-threatening anaphylactic reaction.

The school shall not keep outdated medications or any medications past the end of the school year. By this policy, parents are notified that ten (10) days after the last day of school, all medication will be disposed of that are left at the school. Medications not picked up by the parents or legal guardians within the ten (10) day period shall be disposed by the school nurse in accordance with current law and regulations.

Nonprescription medications may be given to students upon the decision of the principal or the nurse or their designee(s). Such medications must be in the original container, clearly labeled, and accompanied by a written authorization form signed by the parents or legal guardians that includes the student's name, the name of the medication, the dosage, and instructions for the administration of the medication (including times).

Legal Reference: Arkansas State Board of Nursing: School Nurse Roles and Responsibilities; Arkansas Department of Education and Arkansas State Board of Nursing Rules Governing the Administration of Glucagon to Arkansas Public School Students Suffering from Type I Diabetes; A.C.A. § 6-18-707; A.C.A. § 6-18-711; A.C.A. § 6-18-1005 (a)(6); A.C.A. 17-87-103 (11); A.C.A. § 20-13-405

Last Revised: June 20, 2016

## **NON-RESIDENT STUDENTS**

The public schools of any Arkansas school district are open to persons between the ages of five (5) and twenty-one (21) years who are residents of the district; or in the case of minors, whose parents are residents of the district (Act 828 or 1981 Arkansas General Assembly). The Glen Rose School District does not accept transfer due to Act 609 of 1989 (any and all options).

## **NOTIFICATION OF PARENTS WHEN REPORTS ARE MADE TO LAW ENFORCEMENT CONCERNING STUDENT MISCONDUCT**

In order to comply with state law or district policy, state or local law enforcement may be notified of student misconduct or criminal acts. Students are advised that they have the legal right to decline to be questioned by a law enforcement officer until their legal guardian can be present. Administration will make every effort to notify parents that their child has been reported by the school district to law enforcement at the parents' daytime telephone number as reflected in district records.

## **ON CAMPUS TRAFFIC**

No through traffic on the gym and fine arts road is permitted from 7:45 a.m.-8:15 a.m. Monday through Friday and from 3:00 p.m. and to 3:30 p.m. Monday through Friday. This road is open to buses only.

## **ORGANIZED PHYSICAL ACTIVITY COURSE/P.E. COURSE**

Beginning in the 2005-2006 school year a student in grades 9-12 participating in and successfully completing an organized physical activity course in his or her school shall be eligible to receive 1/2 unit of P.E. Students enrolled in a regular P.E. will also be eligible for 1/2 unit of P.E.

Note: All physical activity courses must meet the standards of ACT 660. You must be in either course for at least 1/2 semester. All drop/add procedures will remain the same.

## **PARENTAL INVOLVEMENT ACT**

Glen Rose High School adheres to the Parental Involvement Act 603 of 2003. A copy of this act is on file in the Superintendent's Office. A parent-friendly summary of the Parental Involvement Policy will be sent home. A copy of each school's plan is handed out during open house and/or registration as well as being available in the principal's office and can also be found on the school's website.

## **PARENTAL INVOLVEMENT PLAN SUMMARY**

The parental involvement plan of the Glen Rose School District is to partner with the parents and community to provide a safe and nurturing environment that provides all students an opportunity to learn and to achieve to their fullest potential. The Glen Rose School District Parental Involvement Plan is a comprehensive plan (per Act 603 of 2003 and Act 307 of 2007) that will help develop a purposeful partnership that meets the needs of the families, school communities involved, and incorporates support that encourages the involvement of the parents. Each school, in collaboration with parents, shall establish a parental involvement plan, including programs and practices that enhance parental involvement and reflect the specific needs of students and families. The parental involvement program in each school shall involve parents of students at all grade levels in a variety of roles, recognize that communication between home and school should be regular, two-way, and meaningful and encourage communication with parents.

This plan will include the following:

Communication strategies provide additional information to parents and to increase parental involvement in supporting classroom instruction.

Parent meetings, conferences and activities regularly throughout this year that will provide flexible meeting times to distribute information to parents.

Parent/Teacher conferences will be held in each semester in the spring and the fall.

Provide information to parents about volunteer opportunities

Title I schools will work with parents to create a School-Parent Compact to help the student achieve and must be signed by all stakeholders.

Opportunities for parents to be involved in the development, implementation and evaluation of the school wide school improvement plan

Encouraging parents to form a Parent/Teacher Organization to encourage parental and community involvement within the schools.

Providing resources for parents by allowing parents to check out materials from the Parent Center located at Gifford in the Kindergarten building or the school libraries to help with their child's achievement in school.

Last Revised: June 20, 2016

## **PERMANENT RECORDS**

Permanent school records, as required by the Arkansas Department of Education, shall be maintained for each student enrolled in the District until the student receives a high school diploma or its equivalent or is beyond the age of compulsory school attendance. A copy of the student's permanent record shall be provided to the receiving school district within (ten) school days after the date a request from the receiving school district is received.

Last Revised: July 1, 2008

## **PHYSICAL EXAMINATIONS OR SCREENINGS**

The district conducts routine health screenings such as hearing, vision, and scoliosis due to the importance these health factors play in the ability of a student to succeed in school. The intent of the exams or screenings is to detect defects in hearing, vision, or other elements of health that would adversely affect the student's ability to achieve to his/her full potential.

The rights provided to parents under this policy transfer to the student when he/she turns eighteen (18) years old.

Except in instances where a student is suspected of having a contagious or infectious disease, parents shall have the right to opt their student out of the exams or screenings by using form 4.41F or by providing certification from a physician that he/she has recently examined the student.

Opt-out forms may be requested through the school principal's office.

Legal References: A.C.A. § 6-18-701 (b), (c), (f)

Date Adopted: June 23, 2009

## **PLACEMENT OF MULTIPLE BIRTH SIBLINGS**

The parent, guardian or other person having charge or custody of multiple birth siblings in grades pre-K through 6 may request that the multiple birth siblings are placed in either the same or separate classrooms. The request shall be in writing not later than the 14<sup>th</sup> calendar day prior to the first day of classes at the beginning of the academic year. The school shall honor the request unless it would require the school to add an additional class to the sibling's grade level. If one parent of multiple birth siblings requests a placement that differs from that of the other parent of the same multiple birth siblings, the school shall determine the appropriate placement of the siblings.

The school may change the classroom placement of one or more of the birth siblings if:

- There have been a minimum of 30 instructional days since the start of the school year;
  - After consulting with each classroom teacher in which the siblings were placed, the school determines the parent's classroom placement request is:
    - Detrimental to the educational achievement of one or more of the siblings;
    - Disruptive to the siblings' assigned classroom learning environment; or
    - Disruptive to the school's educational or disciplinary environment.

If a parent believes the school has not followed the requirements of this policy, the parent may appeal the multiple birth siblings' classroom placement to the Superintendent. The Superintendent's decision regarding the appeal shall be final.

Legal Reference: A.C.A. § 6-18-106

Date Adopted: June 20, 2011

## **PLEDGE OF ALLEGIANCE**

The Pledge of Allegiance shall be recited during the first class period of each school day. Those students choosing to participate shall do so by facing the flag with their right hands over their hearts, or in an appropriate salute if in uniform, while reciting the Pledge. Students choosing not to participate shall be quiet while either standing or sitting at their desks.

Students shall not be compelled to recite the Pledge, but students who choose not to recite the Pledge shall not disrupt those students choosing to recite the Pledge.

Students choosing not to recite the Pledge shall not be subject to any comments, retaliation, or disciplinary action. This action may result in a minimum of verbal warning to maximum of expulsion

Legal Reference: A.C.A. 6-16-108

## **POSSESSION AND USE OF CELL PHONES AND OTHER ELECTROICE DEVICES**

Students are responsible for conducting themselves in a manner that respects the rights of others. Possession and use of any electronic device, whether it is district or student owned, that interferes with a positive, orderly classroom environment does not respect the rights of others and is expressly forbidden.

For the purpose of this policy, the use of a cell phone or other electronic device includes any incoming call, text message, message waiting, or any audible sound coming from the phone or device.

To protect security of state originated test that are administered as part of the Arkansas Comprehensive Testing, Assessment and Accountability Program (ACTAAP), no electronic device, device as defined by this policy shall be accessible by a student at any time during test administration unless specifically permitted by a student's IEP or individual health plan. This means that when a student is taking an ACTAAP assessment, the student shall not have his/her electronic device in his/her possession. Any student violating this provision shall be subject to this policy's disciplinary provisions. Students caught with a cell phone during state mandated testing will have their phone confiscated, phone contents reviewed, and the Arkansas Department of Education will be notified. The student will be suspended.

As used in this policy, "electronic devices" means anything that can be used to transmit or capture images, sound, or data.

Use of an electronic device is permitted to the extent it is approved in a student's individualized education program (IEP) or it is needed in an emergency that threatens the safety of students, staff, or other individuals.

Students may bring cell phones and other electronic devices to school to use according to the following policies:

1. The use of cell phones during a class period is forbidden except as allowed by the teacher for instructional purposes. Otherwise, cell phones and other electronic devices must be kept on silent and stored out of sight or in a location designated by the teacher.
2. The use of cell phones or other electronic devices to photograph or video other students or employees without their permission is forbidden and could result in consequences up to and including expulsion from school.
3. **The use of ear buds or headphones to listen to music is only allowed before school, at lunch, or after school.** Students will not be allowed to use ear buds or headphones during the instructional day unless approved by the classroom teacher.

Students violating this policy will have the following consequences:

1<sup>st</sup> offense – Three (3) days detention hall, parent/ guardian pick up the phone

2<sup>nd</sup> offense – Saturday School, parent/ guardian pick up the phone

3<sup>rd</sup> offense – 2 day Suspension, parent/ guardian pick up the phone

4<sup>th</sup> offense – 3-5 day suspension, parent/ guardian pick up the phone

5<sup>th</sup> offense – Recommendation for expulsion

A search of a confiscated device shall meet the reasonable individualized suspicion requirements of the SEARCH, SEIZURE, AND INTERROGATIONS Policy.

No student shall use any wireless communication device for the purposes of browsing the internet; composing or reading emails and text messages; or making or answering phone calls while driving a motor vehicle which is in motion and on school property. Violation may result in disciplinary action up to and including suspension.

**GLEN ROSE SCHOOL DISTRICT IS NOT RESPONSIBLE FOR STOLEN, LOST, OR DESTROYED CELL PHONES, ELECTRONIC DEVICES, OR ACCESSORIES.**

Legal Reference: A.C.A. § 6-18-502 (b)(3)(D)515; A.C.A. § 27-51-1602; A.C.A. § 27-51-1603; A.C.A. § 27-51-1609; ADE Test Administration Manual

Date Adopted: June 18, 2007; Last Revised: June 20, 2016

## **POSTERS**

Signs and posters that students wish to display must first be approved by the principal. Posters displayed without permission will be removed and appropriate disciplinary action will follow.

### **PRIVACY OF STUDENT'S RECORDS/DIRECTORY INFORMATION**

Except when a court order regarding a student has been presented to the district to the contrary all students' education records are available for inspection and copying by the parents of any student who is under the age of eighteen (18). At the age of eighteen (18), the right to inspect and copy a student's records transfers to the student. A student's parent or the student, if over the age of 18, requesting to review the student's education records will be allowed to do so within no more than forty five (45) days of the request. The district forwards education records, including disciplinary records, to schools that have requested them and in which the student seeks or intends to enroll, or is already enrolled so long as the disclosure is for purposes related to the student's enrollment or transfer.

The district shall receive written permission before releasing education records to any agency or individual not authorized by law to receive and/or view the education records without prior parental permission. The District shall maintain a record of requests by such agencies or individuals for access to, and each disclosure of, personally identifiable information from the education records of each student. Disclosure of education records is authorized by law to school officials with legitimate educational interests. A personal record kept by a school staff member is not considered an education record if it meets the following tests.

- it is in the sole possession of the individual who made it;
- it is used only as a personal memory aid; and
- information contained in it has never been revealed or made available to any other person, except the maker's temporary substitute.

For the purposes of this policy a school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the school board; a person or company with whom the school has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

For the purposes of this policy a school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility, contracted duty, or duty of elected office.

In addition to releasing PII to school officials without permission, the District may disclose PII from the education records of students in foster care placement to the student's caseworker or to the caseworker's representative without getting prior consent of the parent (or the student if the student is over eighteen (18)). For the District to release the student's PII without getting permission:

- The student must be in foster care;
- The individual to whom the PII will be released must have legal access to the student's case plan; and
- The Arkansas Department of Human Services, or a sub-agency of the Department, must be legally responsible for the care and protection of the student.

The District discloses personally identifiable information from an education record to appropriate parties, including parents, in connection with an emergency if knowledge of the information is necessary to protect the health or safety of the student or other individuals. The superintendent or designee shall determine who will have access to and the responsibility for disclosing information in emergency situations.

When deciding whether to release personally identifiable information in a health or safety emergency, the District may take into account the totality of the circumstances pertaining to a threat to the health or safety of a student or other individuals. If the District determines that there is an articulable and significant threat to the health or safety of a student or other individuals, it may disclose information from education records to any person whose knowledge of the information is necessary to protect the health or safety of the student or other individuals.

For the purposes of this policy, the Glen Rose School District does not distinguish between a custodial and non-custodial, or non-parent such as a person acting in loco parentis or a foster parent with respect to gaining access to a student's records. Unless a court order restricting such access has been presented to the district to the contrary, the fact of a person's status as a parent guardian, alone, enables that parent or guardian to review and copy his child's records.

If there exists a court order which directs that a parent not have access to a student or his records, the parent or guardian must present a file-marked copy of such order to the building principal and the superintendent. The school will make good-faith efforts to act in accordance with such court order, but the failure to do so does not impose legal liability upon the school. The actual responsibility for enforcement of such court orders rests with the parents or guardians, their attorneys and the court which issued the order.

A parent or guardian does not have the right to remove any material from a student's records, but such parent or guardian may challenge the accuracy of a record. The right to challenge the accuracy of a record does not include the right to dispute a grade, disciplinary rulings, disability placements, or other such determinations, which must be done only through the appropriate teacher and/or administrator, the decision of whom is final. A challenge to the accuracy of material contained in a student's file must be initiated with the building principal, with an appeal available to the Superintendent or his designee. The challenge shall clearly identify the part of the student's record the parent wants changed and specify why he/she believes it is inaccurate or misleading. If the school determines not to amend the record as requested, the school will notify the requesting parent or student of the decision and inform them of their right to a hearing regarding the request for amending the record. The parent or eligible student will be provided information regarding the hearing procedure when notified of the right to a hearing.

Unless the parent or guardian of a student (or student, if above the age of eighteen [18]) objects, directory information about a student may be made available to the public, military recruiters, post-secondary educational institutions, prospective employers of those students, as well as school publications such as annual yearbooks and graduation announcements. "Directory information" includes, but is not limited to, a student's name, address, telephone number, electronic mail address, photograph, date and place of birth, dates of attendance, his/her placement on the honor roll (or the receipt of other types of honors), as well as his/her participation in school clubs and extracurricular activities, among others. If the student participates in inherently public activities (for example, basketball, football, or other interscholastic activities), the publication of such information will be beyond the control of the District. "Directory information" also includes a student identification (ID) number, user ID, or other unique personal identifier used by a student for purposes of accessing or communicating in electronic systems.

A student's name and photograph will only be displayed on the district or school's web page(s) after receiving the written permission from the student's parent or student if over the age of 18.

The form for objecting to making directory information available is located in the back of the student handbook and must be completed and signed by the parent or age-eligible student and filed with the building principal's office no later than ten (10) school days after the beginning of each school year or the date the student is enrolled for school. Failure to file an objection by that time is considered a specific grant of permission. The district is required to continue to honor any signed opt-out form for any student no longer in attendance at the district.

The right to opt out of disclosure of directory information under Family Educational Rights and Privacy Act (FERPA) does not prevent the District from disclosing or requiring a student to disclose the student's name, identifier, or institutional email address in a class in which the student is enrolled.



Parents and students over the age of 18 who believe the district has failed to comply with the requirements for the lawful release of student records may file a complaint with the U.S. Department of Education at

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202

Legal References: A.C.A. § 9-29-113(b)(6); 20 U.S.C. § 1232g; 20 U.S.C. § 7908; 34 CFR 99.3, 99.7, 99.31, 99.21, 99.22, 99.30, 99.31, 99.32, 99.33, 99.34, 99.35, 99.36, 99.37, 99.63, 99.64

Cross References: COMMUNICABLE DISEASES AND PARASITES; DISTRICT WEB SITE; WEB SITE PRIVACY POLICY; PERMISSION TO DISPLAY PHOTO OF STUDENT ON WEB SITE

Date Adopted: June 6, 2002; Last Revised: February 17, 2015

## PROHIBITED CONDUCT

Following is a list of typical offenses that result in disciplinary responses from school officials. However, some of the listings could involve criminal charges if they violate local, state, or federal law. The list may not be complete but it includes many of the more common offenses in secondary schools.

These offenses may result in penalties that consist of a minimum of verbal warning to a maximum of being expelled.

***BEHAVIOR NOT COVERED – THE GLEN ROSE SCHOOL DISTRICT RESERVES THE RIGHT TO PUNISH BEHAVIOR WHICH IS NOT CONDUCTIVE TO GOOD ORDER AND DISCIPLINE IN THE SCHOOL EVEN THOUGH SUCH BEHAVIOR IS NOT SPECIFIED IN THE FOLLOWING WRITTEN WORDS.***

1. **ALCOHOL/DRUGS (ILLEGAL)** - No student in the Glen Rose School District shall possess, attempt to possess, consume, use, distribute, sell, buy, attempt to sell, attempt to buy, give to any person, or be under the influence of any substance as defined in this policy. This policy applies to any student who; is on or about school property; is in attendance at school or any school sponsored activity; has left the school campus for any reason and returns to the campus, is in route to or from school or any school sponsored activity. Prohibited substances shall include, but are not limited to, alcohol, or any alcoholic beverage, inhalants or any ingestible matter that alter a student's ability to act think, or respond, LSD, or any other hallucinogen, marijuana, cocaine, heroin, or any other narcotic drug, PCP, amphetamines, steroids, "designer drugs," look-alike drugs, or any controlled substance. Selling distributing or attempting to sell or distribute, or using over-the-counter or prescription drugs not in accordance with the recommended dosage is prohibited. Any student found guilty of using possessing or being under the influence of drugs or liquor/alcoholic beverages will be recommended for expulsion for not less than the remainder of the semester. A second offense will be recommended for expulsion for one year. Any student in the possession of drug paraphernalia will be suspended for a period of five days. A second offense will result in a recommendation for expulsion.
2. **ASSAULT, THREATENED ASSAULT, AND ABUSE** - Students are to keep their hands to themselves, and treat teachers and fellow students with respect and courtesy. Horseplay and physical teasing, as well as shoving, striking, fighting, or threatening others with physical injury, etc., constitute battery and/or assault, and are strictly forbidden. Profanity and rude and abusive language directed at others is considered abuse, and this is also strictly forbidden. Violation of this policy will result in disciplinary action, and may also constitute a criminal offense. By law, local law enforcement must be notified whenever a felony or an act of violence may have been committed on campus. This includes, but

is not limited to, fighting, racial, ethnic, religious, or sexual slurs. Assault is the willful attempt or threat to inflict injury upon the person of another coupled with the apparent present ability to do so, or any display of force that would give the victim reason to fear bodily harm or assault, even if touching or striking does not occur. "Battery" is similar to assault, but requires unexcused physical touching or injury. "Abuse" means to wrong in speech, reproach coarsely, disparage, revile, or malign. Use of profanity or vulgar expressions directed at another person is considered abuse. "Threat" is defined as a communicated intent to inflict physical or other harm on any person or on property. Invoking the geographic location of a previous act of violence, particularly school violence, in a threatening or menacing way, will be considered a threat. Act 1046 of 2001 considers a student making a death threat against another student or school employee to be a CLASS D FELONY if certain conditions are met. Furthermore, it is unlawful, during regular school hours, and in a place where a public school employee is required to be in the course of his or her duties, for any person to address a public school employee using language which, in its common understanding is calculated to: a) cause a breach of the peace; b) materially and substantially interfere with the operation of the school; c) arouse the person to whom it is addressed to anger, to the extent likely to cause imminent retaliation. Students guilty of such an offense may be subject to legal proceedings in addition to student disciplinary measures.

The conditions include the following:

- (1) The person communicates to any other person a threat to cause the death of a school employee or student;
- (2) The threat involves the use of a firearm or other deadly weapon; a reasonable person would believe that the person making the threat intends to carry it out;
- (3) The person making the threat takes action that would culminate in action that would carry the threat out;
- (4) There is a time relationship between the threat and the action carrying it out.

The penalty for this violation against a district employee will be minimally an out of school suspension and a maximum penalty of permanent expulsion. The penalty for this violation against another student will be minimally detention hall with a maximum penalty of permanent expulsion.

3. **BOMB THREATS** - Any student who phones in a bomb threat will not only face disciplinary consequences from the school, but according to Act 567 of 2001 it will also be considered a CLASS D FELONY.
4. **CHEATING** - It is prohibited for any student to cheat by copying, or claiming another person's work to be his/her own. The disciplinary consequences may be a minimum of a loss of credit on the assignment to a maximum of suspension.
5. **CURSING/PROFANE LANGUAGE** - General cursing, profane language, and/or ethnic/racial slurs verbal, written, or signaled shall not be tolerated and may result in corporal punishment. Vulgar provocative language will be subject to a minimum of detention hall and a maximum of expulsion.
6. **DISRUPTIONS** - Any student who uses violence, force, noise, coercion, threat, intimidation, harassment, fear, passive resistance, profane or vulgar language, or any other conduct intentionally to cause disruptions shall be assigned to a minimum of detention hall and a maximum of expulsion. Disorderly activities by a student or group of students that adversely affect the school's orderly educational environment shall not be tolerated at any time on school grounds. Teachers may remove from class and send to the principal or principal's designee office a student whose behavior is so unruly, disruptive, or abusive that it seriously interferes with the teacher's ability to teach the students, the class, or with the ability of the student's classmates to learn. Students who refuse to leave the classroom voluntarily will be escorted from the classroom by the school administration.
7. **DISTURBANCES** - Any student who provokes or contributes to deliberate disturbances of school or school functions will be subject to a minimum of a suspension and a maximum of expulsion.

8. **ENHANCED DRUG SALES** - Act 612 of 1989 provides that sentences for sale of controlled substances within 1000 feet of the Glen Rose School Campus shall be enhanced by two (2) years and a fine of no less than \$1000.00.
9. **EXTORTION/THREATS** - Any student obtaining money or property by violence or threat of violence, or by forcing someone to do something against his/her will by force or threat of force will be subject to a minimum of suspension and a maximum of expulsion.
10. **FIRE ALARM**- The activation of the school fire alarm by a student for any purpose other than its intended emergency purpose shall result in a minimum out-of-school suspension of three (3) days and criminal charges filed for turning in a false fire alarm.
11. **FIREWORKS** - Fireworks are not to be brought to school or school functions. A student lighting, or throwing fireworks after being lit, shall be suspended for three (3) days. Possession of fireworks alone is grounds for disciplinary action.
12. **FORGERY** - Any student forging or making use of a forged parent/guardian note, a school employee note, or a doctor's note validating an illness will face a minimum of a verbal warning/parental notification with a maximum of a suspension.
13. **GAMBLING** - A student shall not participate in any activity which may be termed gambling or wagering where the stakes are money or any other object or objects of value. A student guilty of this offense shall face a minimum of detention hall and maximum of suspension.
14. **HARASSMENT** - Engaging in behavior designed to taunt, degrade, or ridicule another person on the basis of race, ethnicity, national origin, sex, or disability is not allowed. A student guilty of this infraction may face a minimum of a verbal warning to a maximum of expulsion.
15. **HAZING** - Hazing or aiding in the hazing of another student may result in the minimum of a verbal warning to a maximum of expulsion.
16. **IMMORALITY** - Students shall abstain from any indecent or immoral act, this shall also include possessing, viewing, distributing, or electronically transmitting sexually explicit or vulgar images or representations, whether electronically, on a data storage device, or in hard copy form. A student guilty of such conduct will face a minimum punishment of suspension and a maximum punishment of expulsion.
17. **INSUBORDINATION/DISRESPECT** - Insubordinate behavior (refusing to follow the request of school authorities) and/or disrespect are behavioral actions detrimental to the educational process. Violations of this nature will result in a discipline response ranging from detention hall up to and including expulsion depending on the circumstances of this behavior and the student's previous behavioral record.
18. **LASER POINTER** - No student may possess a hand-held laser pointer or other similar device unless under the direct supervision of a parent, guardian, or teacher. Such devices when discovered by school officials will be immediately confiscated, and disciplinary action will be taken against the student. The student will face disciplinary actions of minimally a warning with a maximum of suspension.
19. **MISUSE OF MEDICATIONS AND/OR SUPPLIES** – Sharing, diverting, transferring, applying to others (such as needles or lancets), or in any way misusing medication or any medical supplies in their possession. Students face a minimum of a verbal warning to a maximum of expulsion.
20. **POSSESSION OR USE OF ELECTRONIC DEVICES** - Possession of any paging device, beeper, or similar electronic communication devices on the school campus during normal school hours unless specifically exempted by the administration for health or other compelling reasons. Students who are found guilty of the offense will face a minimum of a warning and a maximum of suspension.
21. **PUBLIC DISPLAY OF AFFECTION** - Students involved in public display of affection will be subject to a minimum of a warning with a maximum of suspension.

22. **SCUFFLING** - Arguing, bickering, horse playing, shoving, scuffling, etc. are dangerous and many times lead to fights. Offenders will be subject to a minimum of a warning and a maximum of detention hall.
23. **SOFT/DRINKS** - Only unopened canned drinks may be brought to school. Violation of this policy will result in a minimum of a warning and a maximum of suspension.
24. **SPECIAL EFFECT CONTACT LENSES** - These lenses will not be allowed in school or at school activities. Students involved in this offense will be subject to a minimum of a warning and a maximum of suspension. Violations of this policy may result in suspension, expulsion, or other disciplinary action deemed appropriate by the district.
25. **SUNGLASSES/TINTED GLASSES** - Sunglasses and tinted glasses (dark glasses) are to be removed before entering the classroom building. If an ophthalmologist prescribes dark glasses for wearing indoors a written statement from the doctor is to be filed in the principal's office and the faculty shall be so notified. The student will be asked to remove the glasses and will be subject to a minimum of a warning with a maximum of suspension.
26. **THEFT** - Any student guilty of stealing public or private property shall make restitution for or replace the property. Any articles on campus that a student may consider to be lost should be left alone and reported to the nearest teacher. Students are not to have any item in their possession which they are not authorized to have. Students who are guilty of this offense will be faced with a minimum of making restitution and a maximum of expulsion.
27. **TOBACCO** - No student may use or possess tobacco, tobacco products, or tobacco paraphernalia (ex. lighters, matches, etc.) on school property, on a school bus, at a designated bus stop or at a school-sponsored activity. Tobacco, tobacco products, or tobacco paraphernalia products discovered in the possession of students under the age of 18 will be confiscated and destroyed by school officials. With the exception of recognized tobacco cessation products, this policy's prohibition includes any tobacco or nicotine delivery system or product. Specifically, the prohibition includes any product that is manufactured, distributed, marketed, or sold as e-cigarettes, e-cigars, e-pipes, or under any other name or descriptor. A student using or in possession of tobacco in any form shall receive Saturday School for the first offense, three (3) days in-school suspension for the second offense, three (3) days out-of- school suspension for a third offense and five (5) days suspension for the fourth offense and expulsion for a subsequent offense. Students who violate this policy may be subject to legal proceedings in addition to student disciplinary measures.

A.C.A. § 6-21-609

Last Revised: July 15, 2013

28. **VANDALISM** - Willful damage to or destruction of property, whether public or private is a serious problem resulting in some school systems paying large sums of money to repair or replace property. Any student guilty of such offenses may be suspended or expelled if the situation warrants. Students shall pay for damages. A student will be faced with a minimum of detention hall and a maximum of expulsion.
29. **VEHICLE** – Operating a vehicle on school grounds while using a wireless communication device.
30. **WEAPONS** - No student shall possess a weapon, display what appears to be a weapon, or threaten to use a weapon while in school, on or about school property, before or after school, in attendance at school or any school sponsored activity, in route to or from school or any school sponsored activity, off the school grounds at any school bus stop, or at any school sponsored activity or event. Military personnel, such as ROTC cadets, acting in the course of their official duties are exempted.

A weapon is defined as any firearm; knife; razor; ice pick; dirk; box cutter; numchucks; pepper spray or other noxious spray; explosive; Taser or other equipment that uses electrical current to cause neuromuscular incapacitation; or any other instrument or substance capable of causing bodily harm. For the purposes of this policy, "firearm" means any device designed, made, or adapted to expel a projectile by the action of an explosive or any device readily convertible to that use.

Possession means having a weapon, as defined in this policy, on the student's body or in an area under his/her control. If a student discovers prior to any questioning or search by any school personnel, that he/she has accidentally brought a weapon, other than a firearm, to school on his/her person, in a book bag/purse, or in his/her vehicle on the school grounds, and the student informs the principal or a staff person immediately, the student will not be considered to be in possession of a weapon unless it is a firearm. The weapon shall be confiscated and held in the office until such time as the student's parent/legal guardian shall pick up the weapon from the school's office. Repeated offenses are unacceptable and shall be grounds for disciplinary action against the student as otherwise provided in this policy.

Except as permitted in this policy, students found to be in possession on the school campus of a firearm or other weapon shall be recommended for expulsion for a period of not less than one year. The Superintendent shall have the discretion, however, to modify such expulsion recommendation for a student on a case-by-case basis. Parents or legal guardians of students expelled under this policy shall be given a copy of the current laws regarding the possibility of parental responsibility for allowing a child to possess a firearm on school property. Parents or legal guardians shall sign a statement acknowledging that they have read and understand said laws prior to readmitting the student. Parents or legal guardians of a student enrolling from another school after the expiration of an expulsion period for a firearm policy violation shall also be given a copy of the current laws regarding the possibility of parental responsibility for allowing a child to possess a firearm on school property. The parents or legal guardians shall sign a statement acknowledging that they have read and understand said laws prior to the student being enrolled in school.

The mandatory expulsion requirement for possession of a firearm does not apply to a firearm brought to school for the purpose of participating in activities approved and authorized by the district that include the use of firearms. Such activities may include ROTC programs, hunting safety or military education, or before- or –after school hunting or rifle clubs. Firearms brought to school for such purposes shall be brought to the school employee designated to receive such firearms. The designated employee shall store the firearms in a secure location until they are removed for use in the approved activity.

The district shall report any student who brings a firearm or a weapon to school to the criminal justice system or juvenile delinquency system by notifying local law enforcement.

Legal Reference: A.C.A. § 6-18-502; A.C.A. § 6-15-1005; A.C.A. § 6-21-609;  
A.C.A. § 6-18-506; A.C.A. § 6-18-222; A.C.A. § 6-5-201; A.C.A. § 6-18-514  
A.C.A. § 6-18-502 (c)(2)(A)(B); A.C.A. § 6-18-507 (e)(1)(2);  
A.C.A. § 6-21-608; A.C.A. § 5-4-201; A.C.A. § 5-4-401;  
A.C.A. § 5-27-210; A.C.A. § 5-73-119(b)(e)(8)(9)(10); A.C.A. § 5-73-133;  
20 USCS § 7151; A.C.A. § 27-51-1602; A.C.A. § 27-51-1603; A.C.A. § 27-51-1609

Cross Reference: EXPULSION

Date Adopted: June 6, 2002; Last Revised February 17, 2015

## **REASONABLE FORCE**

The Glen Rose Public School Board hereby authorizes the use of reasonable force by any district employee in the exercise of his/her lawful authority to restrain a refractory pupil, to protect a pupil from harm or to maintain order in any school building, any school property or at any school sponsored event. A report shall be filed as soon as practical following any incident in which force is used as authorized in this section by the employee using such force. The report shall include a statement of reasons for the employee's action, the names of pupils involved and the names of any witnesses and the signature of the employee.

## **REMEDICATION**

In accordance with Act 35 any student K-12 identified as needing an Academic Improvement Plan must receive remediation by the school. The Academic Improvement Plan means a plan detailing supplemental or intervention and remedial instruction, or both, in deficient academic areas for any student who is not proficient on a portion or portions of the state mandated Arkansas Comprehensive Assessment Program.

Each student and his/her parent shall know their role and responsibilities to participate in the plan; this shall include a signed AIP form by the parent/guardian. By law students grades K-12 identified for an Academic Improvement Plan who do not participate in the program shall be retained or lose credit.

## **RESIDENT REQUIREMENTS**

### **Definitions:**

“Reside” means to be physically present and to maintain a permanent place of abode for an average of no fewer than four (4) calendar days and nights per week for a primary purpose other than school attendance.

“Resident” means a student whose parents, legal guardians, persons having legal, lawful control of the student under order of a court, or persons standing in loco parentis reside in the school district.

“Residential address: means the physical location where the student’s parents, legal guardians, person having legal, lawful control of the student under order of a court, or persons standing in loco parentis reside. A student may use such a residential address only if he/she resides at the same residential address and if the guardianship or other legal authority is not granted solely for educational needs or school attendance purposes.

The schools of the District shall be open and free through the completion of the secondary program to all persons between the ages of five (5) and twenty-one (21) years whose parents, legal guardians, or other persons having lawful control of the person under an order of a court reside within the District and to all persons between those ages who have been legally transferred to the District for educational purposes.

Any person eighteen (18) years or older may establish a residence separate and apart from his or her parents or guardians for school attendance purposes.

In order for a person under the age of eighteen (18) years to establish a residence for the purpose of attending the District’s schools separate and apart from his or her parents, guardians, or other persons having lawful control of him or her under an order of a court, the person must actually reside in the District for a primary purpose other than that of school attendance.

However, a student previously enrolled in the district who is placed under the legal guardianship of a noncustodial parent living outside the district by a custodial parent on active military duty may continue to attend district schools.

A foster child who was previously enrolled in a District school and who has had a change in placement to a residence outside the District, may continue to remain enrolled in his/her current school unless the president court rules otherwise.

Under instances prescribed in A.C.A. § 6-18-203, a child or ward of an employee of the district or of the education coop to which the district belongs may enroll in the district even though the employee and his/her child or ward reside outside the district.

Cross References: HOMELESS STUDENTS; STUDENTS WHO ARE FOSTER CHILDREN.

Legal References: A.C.A. § 6-4-302; A.C.A. § 6-18-202; A.C.A. § 6-18-203; A.C.A. § 9-28-113

Date Adopted June 6, 2002; Last Revised: July 15, 2013

## **SATURDAY SCHOOL**

Students in Grades K-12 may be assigned to Saturday School for various discipline problems. An attempt to notify parents will be made when a student has been assigned Saturday School. The school will not provide transportation so it is the parent's responsibility to provide transportation for Saturday School. Failure of a student to attend an assigned Saturday School without prior approval of the principal or designee will result in a two (2) day out-of-school suspension. In addition, students must be ON TIME for Saturday School. Saturday School starts at 8:00 a.m. sharp (Glen Rose School District Time)! Students who arrive late will not be admitted to Saturday School and will result in a two (2) day suspension. Saturday School ends at 12:00 p.m... Students must bring assignments to work with them. Students must follow all directions and rules. Failure to do so will result in asking the student to leave. Once a student is asked to leave Saturday School, he/she will receive a two (2) day out-of-school suspension. A student will be allowed only two Saturday Schools per semester. Any other discipline referral that would result in a Saturday School will become a suspension.

## **SCHOOL CHOICE**

### **Standard School Choice**

#### **Exemption**

The District is under an enforceable desegregation court order/court-approved desegregation plan regarding the effects of past racial segregation in student assignment and has submitted the appropriate documentation to the Arkansas Department of Education (ADE).<sup>2</sup> As a result of the desegregation order/desegregation plan, the District is exempt from the provisions of the Public School Choice Act of 2015 (Standard School Choice) and the Arkansas Opportunity Public School Choice Act of 2004 (Opportunity School Choice). The District shall notify the superintendents of each of its geographically contiguous school districts of its exemption. The exemption prohibits the District from accepting any school choice applications from students wishing to transfer into or out of the District through standard School Choice or Opportunity School Choice.

#### **Definition**

"sibling" means each of two (2) or more children having a common parent in common by blood, adoption, marriage, or foster care.

#### **Transfers Into the District**

#### **Capacity Determination and Public Pronouncement**

The Board of Directors will adopt a resolution containing the capacity standards for the District. The resolution will contain the acceptance determination criteria identified by academic program, class, grade level, and individual school. The school is not obligated to add any teachers, other staff, or classrooms to accommodate choice applications. The District may only deny a Standard School Choice application if the District has a lack of capacity by the District having reached ninety percent (90%) of the maximum student population in a program, class, grade level, or school building authorized by the Standards or other State/Federal law.

The District shall advertise in appropriate broadcast media and either print media or on the Internet to inform students and parents in adjoining districts of the range of possible openings available under the School Choice program. The public pronouncements shall state the application deadline and the requirements and procedures for participation in the program. Such pronouncements shall be made in the spring, but in no case later than March 1.

#### **Application Process**

The student's parent shall submit a school choice application on a form approved by ADE to this district. The transfer application must be postmarked or hand delivered on or before May 1 of the year preceding the fall semester the applicant would begin school in the District. The District shall date and time stamp all applications as they are received in the District's central office. It is the District's responsibility to send a copy of the application that includes the date and time stamp to the student's resident district. Applications postmarked or hand delivered on or after May 2 will not be accepted. Statutorily, preference is required to be given to siblings

of students who are already enrolled in the District. Therefore, siblings whose applications fit the capacity standards approved by the Board of Directors may be approved ahead of an otherwise qualified non-sibling applicant who submitted an earlier application as identified by the application's date and time stamp.

The approval of any application for a choice transfer into the District is potentially limited by the applicant's resident district's statutory limitation of losing no more than three percent (3%) of its past year's student enrollment due to Standard School Choice. As such, any District approval of a choice application prior to July 1 is provisional pending a determination that the resident district's three percent (3%) cap has not been reached.

The Superintendent will consider all properly submitted applications for School Choice. By July 1, the Superintendent shall notify the parent and the student's resident district, in writing, of the decision to accept or reject the application.

### **Accepted Applications**

Applications which fit within the District's stated capacity standards shall be provisionally accepted, in writing, with the notification letter stating a reasonable timeline by which the student shall enroll in the District by taking the steps detailed in the letter, including submission of all required documents. If the student fails to enroll within the stated timeline, or if all necessary steps to complete the enrollment are not taken, or examination of the documentation indicates the applicant does not meet the District's stated capacity standards, the acceptance shall be null and void.

A student, whose application has been accepted and who has enrolled in the District, is eligible to continue enrollment until completing his/her secondary education. Continued enrollment is conditioned upon the student meeting applicable statutory and District policy requirements. Any student who has been accepted under choice and who either fails to initially enroll under the timelines and provisions provided in this policy or who chooses to return to his/her resident district voids the transfer and must reapply if, in the future, the student seeks another school choice transfer. A subsequent transfer application will be subject to the capacity standards applicable to the year in which the application is considered by the District.

A present or future sibling of a student who continues enrollment in this District may enroll in the District by submitting a Standard School Choice application. Applications of siblings of presently enrolled choice students are subject to the provisions of this policy including the capacity standards applicable to the year in which the sibling's application is considered by the District. A sibling who enrolls in the District through Standard School choice is eligible to remain in the District until completing his/her secondary education.

Students whose applications have been accepted and who have enrolled in the district shall not be discriminated against on the basis of gender, national origin, race, ethnicity, religion, or disability.

### **Rejected Applications**

The District may reject an application for a transfer into the District under Standard School Choice due to a lack of capacity. However, the decision to accept or reject an application may not be based on the student's previous academic achievement, athletic or other extracurricular ability, English proficiency level, or previous disciplinary proceedings other than a current expulsion.

An application may be provisionally rejected if it is for an opening that was included in the District's capacity resolution, but was provisionally filled by an earlier applicant. If the provisionally approved applicant subsequently does not enroll in the District, the provisionally rejected applicant could be provisionally approved and would have to meet the acceptance requirements to be eligible to enroll in the district.

Rejection of applications shall be in writing and shall state the reason(s) for the rejection. A student whose application was rejected may request a hearing before the State Board of Education to reconsider the application which must be done, in writing to the State Board within ten (10) days of receiving the rejection letter from the District.

Any applications that are denied due to the student's resident district reaching the three percent (3%) limitation cap shall be given priority for a choice transfer the following year in the order that the District received the original applications.



## **Transfers Out of the District**

All Standard School Choice applications shall be granted unless the approval would cause the District to have a net enrollment loss (students transferring out minus those transferring in) of more than three percent (3%) of the average daily membership on October 15 of the immediately preceding year. By December 15 of each year, ADE shall determine and notify the District of the net number of allowable choice transfers. For the purpose of determining the three percent (3%) cap, siblings are counted as one student, and students are not counted if the student transfers from a school or district in:

- Academic Distress under either A.C.A. § 6-15-430(c)(1) or A.C.A. § 6-18-227; or
- Facilities Distress under A.C.A. § 6-21-812.

If, prior to July 1, the District receives sufficient copies of requests from other districts for its students to transfer to other districts to trigger the three percent (3%) cap, it shall notify each district the District received Standard School Choice applications from that it has tentatively reached the limitation cap. The District will use confirmations of approved choice applications from receiving districts to make a final determination of which applications it received that exceeded the limitation cap and notify each district that was the recipient of an application to that effect.

## **Facilities Distress School Choice Applications**

There are a few exceptions from the provisions of the rest of this policy that govern choice transfers triggered by facilities distress. Any student attending a school district that has been identified as being in facilities distress may transfer under the provisions of this policy, but with the following four (4) differences.

- The receiving district cannot be in facilities distress;
- The transfer is only available for the duration of the time the student's resident district remains in distress;
- The student is not required to meet the June 1 application deadline; and
- The student's resident district is responsible for the cost of transporting the student to this District's school.

## **Opportunity School Choice**

### **Transfers Into or Within the District**

For the purposes of this section of the policy, a “lack of capacity” is defined as when the receiving school has reached the maximum student-to-teacher ratio allowed under federal or state law, the ADE Rules for the Standards of Accreditation, or other applicable rules. There is a lack of capacity if, as of the date of the application for Opportunity School Choice, ninety-five percent (95%) or more of the seats at the grade level at the nonresident school are filled.

Unless there is a lack of capacity at the District’s school or the transfer conflicts with the provisions of a federal desegregation order applicable to the District, a student who is enrolled in or assigned to a school classified by the ADE to be in academic distress is eligible to transfer to the school closest to the student’s legal residence that is not in academic distress. The student’s parent or guardian, or the student if over the age of eighteen (18), must successfully complete the necessary application process by July 30 preceding the initial year of desired enrollment.

Within thirty (30) days from receipt of an application from a student seeking admission under this section of the policy, the Superintendent shall notify in writing the parent or guardian, or the student if the student is over eighteen (18) years of age, whether the Opportunity School Choice application has been accepted or rejected. The notification shall be sent via First-Class Mail to the address on the application.

If the application is accepted, the notification letter shall state the deadline by which the student must enroll in the receiving school or the transfer will be null and void.

If the District rejects the application, the District shall state in the notification letter the specific reasons for the rejection. A parent or guardian, or the student if the student is over eighteen (18) years of age, may appeal the

District's decision to deny the application to the State Board of Education. The appeal must be in writing to the State Board of Education via certified mail, return receipt requested, no later than ten (10) calendar days, excluding weekends and legal holidays, after the notice of rejection was received from the District.

A student's enrollment under Opportunity School Choice is irrevocable for the duration of the school year and is renewable until the student completes high school or is beyond the legal age of enrollment. This provision for continuing eligibility under Opportunity Choice does not negate the student's right to apply for transfer to a district other than the student's assigned school or resident district under the Standard School Choice provisions of this policy.

The District may, but is not obligated to provide transportation to and from the transferring district.

### **Transfers out of, or within, the District**

If a District school or the District has been classified by the ADE as being in academic distress the District shall timely notify the parent, guardian, or student, if the student is over eighteen (18) years of age, as soon as practicable after the academic distress designation is made of all options available under Opportunity Choice. The District shall offer the parent or guardian, or the student if the student is over eighteen (18) years of age, an opportunity to enroll the student in any public school or school district that has not been classified by the ADE as a public school or school district in academic distress.

Additionally, the District shall request public service announcements to be made over the broadcast media and in the print media at such times and in such a manner as to inform parents or guardians of students in adjoining districts of the availability of the program, the application deadline, and the requirements and procedure for nonresident students to participate in the program.

Legal References: A.C.A. § 6-1-106; A.C.A. § 6-13-113; A.C.A. § 6-15-430(b); A.C.A. § 6-18-227; A.C.A. § 6-18-510; A.C.A. § 6-18-1901 et seq; A.C.A. § 6-21-812; ADE Rules Governing the Guidelines, Procedures and Enforcement of the Arkansas Opportunity Public School Choice Act

Date Adopted: April 20, 2015

## **SCHOOL LUNCH SUBSTITUTIONS**

The district only provides substitute meal components on menus to accommodate students with handicapping conditions meeting the definition of a disability as defined in USDA regulations. A parent/guardian wishing to request such a dietary accommodation must submit to the district's Director of Child Nutrition a Certification of Disability for Special Dietary Needs Form completed by a:

- Physicians, including those licensed by:
  - The Arkansas State Medical Board;
  - The Arkansas State Board of Chiropractic Examiners (Chiropractors);
  - The Arkansas Board of Podiatric Medicine (Podiatrists);
- Nurse Practitioners (APRNs in family or pediatric practice with prescriptive authority);
- Physician Assistants (PAs who work in collaborative practice with a physician); and
- Dentists.

The district will not prepare meals outside the normal menu to accommodate a family's religious or personal health beliefs.

Legal References: Commissioner's Memo FIN-09-044; Commissioner's Memo FIN-15-122;  
7 CFR 210.10(g)

Date Adopted: June 23, 2009; Last Revised: March 14, 2016

## **SCHOOL PICTURES**

All students may have their pictures taken at the beginning of school for the yearbook. "SCHOOL DAY" packets must be paid for in advance, and defective pictures will be retaken later.

## **SCHOOL PROPERTY**

In the assignment of school property (lockers, desks, etc.) to a student, the school retains ownership of such property and the right to inspect or reclaim. Searches of school property may be conducted at any time if the situation so warrants.

## **SEARCH, SEIZURE AND INTERROGATIONS**

The District respects the rights of its students against arbitrary intrusion of their person and property. At the same time, it is the responsibility of school officials to protect the health, safety, and welfare of all students enrolled in the District in order to promote an environment conducive to student learning. The Superintendent, principals, and their designees have the right to inspect and search school property and equipment. They may also search students and their personal property in which the student has a reasonable expectation of privacy, when there is reasonable and individualized suspicion to believe such student or property contains illegal items or other items in violation of Board policy or dangerous to the school community. School authorities may seize evidence found in the search and disciplinary action may be taken. Evidence found which appears to be in violation of the law shall be reported to the appropriate authority.

School property shall include, but not be limited to lockers, desks, and parking lots, as well as personal effects left there by students. When possible, prior notice will be given and the student will be allowed to be present along with an adult witness, however, searches may be done at any time with or without notice or the student's consent. A personal search must not be excessively intrusive in light of the age and sex of the student and the nature of the infraction.

The Superintendent, principals, and their designees may request the assistance of law enforcement officials to help conduct searches. Such searches may include the use of specially trained dogs.

A school official of the same gender shall conduct personal searches with an adult witness present.

State Law requires that Department of Human Services employees, local law enforcement, or agents of the Crimes Against Children Division of the Department of Arkansas State Police, may interview students without a court order for the purpose of investigating suspected child abuse. In instances where the interviewers deem it necessary, they may exercise a "72-hour hold" without first obtaining a court order. Other questioning of students by non-school personnel shall be granted only with a court order directing such questioning, with permission of the parents of a student (or the student if above eighteen (18) years of age), or in response to a subpoena or arrest warrant.

If the District makes a report to any law enforcement agency concerning student misconduct or if access to a student is granted to a law enforcement agency due to a court order, the principal or the principal's designee shall make a good faith effort to contact the student's parent, legal guardian, or other person having lawful control by court order, or person acting in loco parentis on student enrollment forms.

In instances other than those related to cases of suspected child abuse, principals must release a student to either a police officer who presented a subpoena for the student, or a warrant for arrest, or to an agent of state social services or an agent of a court with jurisdiction over a child with a court order signed by a judge. Upon release of the student, the principal or designee shall give the student's parent, legal guardian, or other person have in lawful control by court order, or person acting in loco parentis notice that the student has been taken into custody by law enforcement personnel or a state's social services agency. If the principal or designee is unable to reach the parent, he or she shall make a reasonable, good faith effort to get a message to the parent to call the principal or designee, and leave both a day and an after-hours telephone number. The principal or the principal's designee shall not attempt to make such contact if presented documentation by the investigator that notification is prohibited because a parent, guardian, custodian, or person standing in loco parentis is named as

an alleged offender of the suspected child maltreatment. This exception applies only to interview requests made by a law enforcement officer, an investigator of the Crimes Against Children Division of the Department of Arkansas State Police, or an investigator or employee of the Department of Human Services.

Legal References: A.C.A. § 6-18-513; A.C.A. § 9-13-104; A.C.A. § 612-18-609. 610, 613;  
A.C.A. § 12-18-1001, 1005

Date Adopted: June 6, 2020; Last Revised: February 17, 2015

## **SEXUAL HARASSMENT**

Sexual harassment is sex discrimination under Title IX. It is the policy of the Glen Rose School District to maintain a learning and working environment that is free from sex discrimination, including sexual harassment.

It shall be a violation of this policy for any student to be subjected to or to subject another person to, sexual harassment as defined in this policy. Any student found, after an investigation, to have engaged in sexual harassment will be subject to disciplinary action up to and including, expulsion. Sexual harassment refers to unwelcome sexual advances, requests for sexual favors, or other personally offensive verbal, visual, or physical conduct of a sexual nature made by someone under any of the following conditions:

1. submission to such conduct is made; either explicitly or implicitly, a term or condition of an individual's education.
2. submission to or rejection of such conduct by an individual is used as the basis for academic decisions affecting that individual
3. such conduct has the purpose or effect of substantially interfering with an individual's academic or professional performance or creating an intimidating, hostile, or offensive academic environment.

The terms "intimidating," "hostile," and "offensive" include conduct of a sexual nature which has the effect of humiliation or embarrassment and is sufficiently severe, persistent, or pervasive that it limits the student's ability to participate in, or benefit from, an educational program or activity.

Actionable sexual harassment is generally established when an individual is exposed to a pattern of objectionable behaviors or when a single, serious act is committed. What is, or is not, sexual harassment will depend upon all the surrounding circumstances. Depending upon such circumstances, examples of sexual harassment include, but are not limited to: unwelcome touching; crude jokes or pictures; discussions of sexual experiences; pressure for sexual activity; intimidation by words, actions, insults, or name calling; teasing related to sexual characteristics or belief or perception that an individual is not conforming to expected gender roles or conduct or is homosexual, regardless of whether or not the student self-identifies as homosexual; and spreading rumors related to a person's alleged sexual activities.

### **Procedures**

Students who believe they have been subjected to sexual harassment, or parents of a student who believes their child has been subjected to sexual harassment, are encouraged to file a complaint by contacting a counselor, teacher, Title IX coordinator, or administrator who will assist them in the complaint process. Under no circumstances shall a student be required to first report allegations of sexual harassment to a school contact person if that person is the individual who is accused of the harassment.

Upon receipt of a report of sexual harassment, the building principal or guidance counselor or other staff member shall immediately notify the Equity Coordinator without screening or investigating the report. If the report is given verbally, the principal, counselor, or staff member will reduce it to a written form within 24 hours and forward it to the Equity Coordinator. Failure to report any sexual harassment report or complaint as provided will result in disciplinary action taken against that employee. To the extent possible, complaints will be treated in a confidential manner. Limited disclosure may be necessary in order to complete a thorough investigation.

If the complaint involves the building principal or counselor, the complaint may be filed directly with the Superintendent or Equity Coordinator. If the complaint involves the Equity Coordinator, the complaint may be filed with the Superintendent. If the complaint involves the Superintendent, the complaint may be filed with the

### **Equity Coordinator.**

The Equity Coordinator shall immediately authorize an investigation, which may be conducted by school officials. A written report on the investigation will be provided to the Equity Coordinator within 10 school days of the complaint or report of sexual harassment.

The investigation may consist of personal interviews with the person filing a complaint, the individual(s) against whom the complaint is filed, and others who may have knowledge of the alleged incident or circumstances surrounding the complaint.

In addition, the District may take immediate steps, at its discretion, to protect the person filing the complaint, students and employees pending the completion of the investigation

The Equity Coordinator shall make a report to the Superintendent within two school days of the completion of the investigation.

### **School District Action**

- A. Upon receipt of a recommendation that the complaint is valid, the District will take such action as appropriate based on the results of the investigation. If the harasser is a student, disciplinary action may include suspension or expulsion. If the harasser is an employee, disciplinary action may include termination or non-renewal.
- B. The result of the investigation of each complaint filed under these procedures will be reported in writing to the person filing the complaint by the District. If the harasser is a student, the report will document the action taken as a result of the complaint to the extent permitted by FERPA. If the harasser is an employee of the District, the report will document the action taken as a result of the complaint to the extent permitted by law.

### **Reprisal**

Students who file a complaint of sexual harassment will not be subject to retaliation or reprisal in any form. The District will discipline any individual who retaliates against any person who reports alleged sexual harassment or who retaliates against any person who testifies, assists or participates in an investigation proceeding related to a sexual harassment complaint. Retaliation includes, but is not limited to, any form of intimidation, reprisal, or harassment. Students who knowingly fabricate allegations of sexual harassment shall be subject to disciplinary action up to and including expulsion. Individuals who withhold information, purposely provide inaccurate facts, or otherwise hinder an investigation of sexual harassment shall be subject to disciplinary action up to and including expulsion.

Legal References: Title IX of the Education Amendments of 1972, 20 USC 1681, et seq.  
A.C.A. § 6-15-1005 (b)(1)

Date Adopted: June 6, 2002; Last Revised: June 20, 2011

## **SMART CORE CURRICULUM AND GRADUATION REQUIREMENTS FOR THE CLASSES OF 2017**

All students are required to participate in the Smart Core curriculum unless their parents or guardians, or the students if they are 18 years of age or older, sign a Smart core Waiver Form to not participate. While Smart core is the default option, both a Smart Core Informed Consent Form and a Smart Core Waiver Form will be sent home with students prior to their enrolling in seventh grade, or when a 7 – 12 grade student enrolls in the district for the first time and there is not a signed form in the student’s permanent record. Parents must sign one of the forms and return it to the school so it can be placed in the student’s permanent records. This policy is to be included in student handbooks for grades 6 – 12 and both students and parents must sign an acknowledgement they have received the policy. Those students not participating in the Smart Core curriculum

will be required to fulfill the Core curriculum or the requirements of their IEP (when applicable) to be eligible for graduation. Counseling by trained personnel shall be available to students and their parents or legal guardians prior to the time they are required to sign the consent forms.

While there are similarities between the two curriculums, following the Core curriculum may not qualify students for some scholarships and admission to certain colleges could be jeopardized. Students initially choosing the Core curriculum may subsequently change to the Smart Core curriculum providing they would be able to complete the required course of study by the end of their senior year. Students wishing to change their choice of curriculums must consult with their counselor to determine the feasibility of changing paths.

This policy, the Smart Core curriculum, and the courses necessary for graduation shall be reviewed by staff, students, and parents at least every other year to determine if changes need to be made to better serve the needs of the district's students. The superintendent, or his/her designee, shall select the composition of the review panel.

Sufficient information relating to Smart Core and the district's graduation requirements shall be communicated to parents and students to ensure their informed understanding of each. This may be accomplished through any or all of the following means.

- Inclusion in the student handbook of the Smart Core curriculum and graduation requirements;
- Discussion of the Smart Core curriculum and graduation requirements at the school's annual public meeting, PTA meetings, or a meeting held specifically for the purpose of informing the public on this matter;
- Discussions held by the school's counselors with students and their parents; and/or
- Distribution of a newsletter(s) to parents or guardians of the district's students.

Administrators, or their designees, shall train newly hired employees, required to be licensed as a condition of their employment, regarding this policy. The district's annual professional development shall include the training required by this paragraph.

To the best of its ability, the District shall follow the requirements covering the transfer of course credit and graduation set forth in the Interstate Compact on Educational Opportunity for Military Children for all students who meet the definition of "eligible child" in the ENROLLMENT Policy.

## **GRADUATION REQUIREMENTS**

The number of units students must earn to be eligible for high school graduation is to be earned from the following categories. A minimum of 22 units is required for graduation for student participating in either the Smart Core or Core curriculum. In addition, there are some distinctions made between Smart Core units and Graduation units. Not all units earned toward graduation necessarily apply to Smart Core requirements.

### **SMART CORE: Sixteen (16) units**

English: Eight (8) semesters – 9th, 10th, 11th, and 12th

Oral Communications: one-half (1/2) unit

Mathematics: four (4) units (all students under Smart Core must take a mathematics course in grade 11 or 12 and complete Algebra II.)

1. Algebra I or Algebra A & B\* which may be taken in grades 7-8 or 8-9
2. Geometry or Investigating Geometry or Geometry A & B\* which may be taken in grades 8-9 or 9-10

\*A two-year algebra equivalent or a two-year geometry equivalent may each be counted as two units of the four-unit requirement for the purpose of meeting the graduation requirement, but only serve as one unit each toward fulfilling the Smart Core requirement.

- 3. Algebra II
- 4. The fourth unit may be either:
  - A math unit beyond Algebra II: this can include Pre-Calculus, Calculus, AP Statistics, Algebra III, or an Advanced Topic and Modeling in Mathematics, Mathematical Applications and Algorithms, Linear Systems and statistics, or any of several IB or Advanced Placement math courses (Comparable concurrent credit college courses may be substituted where applicable); or
  - One unit of computer science chosen from ADE Essentials of Computer Programming, ADE Computer Science and Mathematics, AP Computer Science, AP Computer Science Principles, IB Computer Science, or other options approved by the ADE.

Natural Science: a total of three (3) units with lab experience chosen from

One unit of Biology; and

Two units chosen from the following three categories (three are acceptable options listed by the ADE for each)

- Physical Science
- Chemistry
- Physics or Principles of Technology I & II or PIC Physics; or

One unit from the three categories above and one unit of computer science chosen from ADE Essentials of Computer Programming, ADE Computer Science and Mathematics, AP Computer Science, AP Computer Science Principles, IB Computer Science, or other options approved by the ADE.

Social Studies: three (3) units

- Civics - one-half (1/2) unit
- World History – one unit
- American History – one unit

Physical Education: one-half (1/2) unit

Note: While one-half (1/2) unit is required for graduation, no more than one (1) unit may be applied toward fulfilling the necessary units to graduate.

Health and Safety: one-half (1/2) unit

Economics – one-half (1/2) unit – dependent upon the licensure of the teacher teaching the course, this can count toward the three (3) social studies credits or the six (6) required Career Focus elective credits.

Fine Arts: one-half (1/2) unit

### **CAREER FOCUS: - Six (6) units**

All career focus unit requirements shall be established through guidance and counseling based on the student's contemplated work aspirations. Career focus courses shall conform to the curriculum policy of the district and reflect state curriculum frameworks through course sequencing and career course concentrations where appropriate.

### **CORE: Sixteen (16) units**

English: eight (8) semesters – 9, 10, 11, and 12

Oral Communications: one-half (1/2) unit

Mathematics: four (4) units

- Algebra or its equivalent\* - 1 unit
- Geometry or its equivalent\* - 1 unit
- All math units must build on the base of algebra and geometry knowledge and skills. (Comparable concurrent credit college courses may be substituted where applicable)
- One unit of computer science chosen from ADE Essentials of Computer Programming, ADE Computer Science and Mathematics, AP Computer Science, AP Computer Science Principles, IB Computer Science, or other options approved by the ADE.

\*A two-year algebra equivalent or a two-year geometry equivalent may each be counted as two units of the four (4) unit requirement.

Science: three (3) units

- at least one (1) unit of biology or its equivalent

Two units chosen from the following three categories

- Physical Science
- Chemistry
- Physics or Principles of Technology I & II or PIC Physics; or

One unit from the three categories above and one unit of computer science chosen from ADE Essentials of Computer Programming, ADE Computer Science and Mathematics, AP Computer Science, AP Computer Science Principles, IB Computer Science, or other options approved by the ADE.

Social Studies: three (3) units

- Civics, one-half (1/2) unit
- World history, one (1) unit
- American History, one (1) unit

Physical Education: one-half (1/2) unit

Note: While one-half (1/2) unit is required for graduation, no more than one (1) unit may be applied toward fulfilling the necessary units to graduate.

Health and Safety: one-half (1/2) unit

Economics – one-half (1/2) unit – dependent upon the licensure of the teacher teaching the course, this can count toward the required three (3) social studies credits or the six (6) required Career Focus elective credits.

Fine Arts: one-half (1/2) unit

### **CAREER FOCUS: - Six (6) units**

All career focus unit requirements shall be established through guidance and counseling based on the student's contemplated work aspirations. Career focus courses shall conform to the curriculum policy of the district and reflect state curriculum frameworks through course sequencing and career course concentrations where appropriate.

Cross References: STUDENT PROMOTION AND RETENTION

Legal References: Standards for Accreditation 9.03 – 9.03.1.9, 14.02; ADE Guidelines for the Development of Smart Core Curriculum Policy; Smart Core Informed Consent Form Smart Core Waiver Form; A.C.A. § 6-4-302

Date Revised: June 15, 2006; Last Revised: March 14, 2016

## **SMART CORE CURRICULUM AND GRADUATION REQUIREMENTS FOR THE CLASS OF 2018 AND THEREAFTER**

All students are required to participate in the Smart Core curriculum unless their parents or guardians, or the students if they are 18 years of age or older, sign a *Smart Core Waiver Form* to not participate. While Smart Core is the default option, both a *Smart Core Informed Consent Form* and a *Smart Core Waiver Form* will be sent home with students prior to their enrolling in seventh grade, or when a 7-12 grade student enrolls in the district for the first time and there is not a signed form in the student's permanent record. Parents must sign one of the forms and return it to the school so it can be placed in the students' permanent records. This policy is to be included in student handbooks for grades 6-12 and both students and parents must sign an acknowledgement



they have received the policy. Those students not participating in the Smart Core curriculum will be required to fulfill the Core curriculum or the requirements of their IEP (when applicable) to be eligible for graduation. Counseling by trained personnel shall be available to students and their parents or legal guardians prior to the time they are required to sign the consent forms.

While there are similarities between the two curriculums, following the Core curriculum may not qualify students for some scholarships and admission to certain colleges could be jeopardized. Students initially choosing the Core curriculum may subsequently change to the Smart Core curriculum **providing** they would be able to complete the required course of study by the end of their senior year. Students wishing to change their choice of curriculums must consult with their counselor to determine the feasibility of changing paths.

This policy, the Smart Core curriculum, and the courses necessary for graduation shall be reviewed by staff, students, and parents at least every other year to determine if changes need to be made to better serve the needs of the district's students. The superintendent, or his/her designee, shall select the composition of the review panel.

Sufficient information relating to Smart Core and the district's graduation requirements shall be communicated to parents and students to ensure their informed understanding of each. This may be accomplished through any or all of the following means.

- Inclusion in the student handbook of the Smart Core curriculum and graduation requirements;
- Discussion of the Smart Core curriculum and graduation requirements at the school's annual public meeting, PTA meetings, or a meeting held specifically for the purpose of informing the public on this matter;
- Discussions held by the school's counselors with students and their parents; and/or
- Distribution of a newsletter(s) to parents or guardians of the district's students.

Administrators, or their designees, shall train newly hired employees, required to be licensed as a condition of their employment, regarding this policy. The district's annual professional development shall include the training required by this paragraph.

To the best of its ability, the District shall follow the requirements covering the transfer of course credit and graduation set forth in the Interstate Compact on Educational Opportunity for Military Children for all students who meet the definition of "eligible child" in the ENROLLMENT Policy.

## **GRADUATION REQUIREMENTS**

The number of units students must earn to be eligible for high school graduation is to be earned from the categories listed below. A minimum of 22 units is required for graduation for a student participating in either the Smart Core or Core curriculum. In addition to the 22 units required for graduation by the Arkansas Department of Education, the district requires an additional one (1) unit to graduate for a total of 23 units. All The additional required unit that is required will be Computer Business Applications. There are some distinctions made between Smart Core units and Graduation units. Not all units earned toward graduation necessarily apply to Smart Core requirements.

### **Digital Learning Courses**

The District shall offer one or more digital learning course(s) through one or more District approved provider(s) as either a primary or supplementary method of instruction. The courses may be in a blended learning, online-based, or other technology-based format. In addition to the other graduation requirements contained in this policy, students are required to take at least one (1) digital learning course for credit while in high school.

SMART CORE: Sixteen (16) units

English: four (4) units – 9th, 10th, 11th, and 12th

Oral Communications: one-half (1/2) unit

Mathematics: four (4) units (all students under Smart Core must take a mathematics course in grade 11 or 12 and complete Algebra II.)

- 1. Algebra I or Algebra A & B\* which may be taken in grades 7-8 or 8-9
- 2. Geometry or Investigating Geometry or Geometry A & B\* which may be taken in grades 8-9 or 9-10

\*A two-year algebra equivalent or a two-year geometry equivalent may each be counted as two units of the four-unit requirement for the purpose of meeting the **graduation** requirement, but only serve as one unit each toward fulfilling the **Smart Core** requirement.

- 3. Algebra II
- 4. The fourth unit may be either:
  - A math unit beyond Algebra II: this can include Pre-Calculus, Calculus, AP Statistics, Algebra III, or an Advanced Topic and Modeling in Mathematics, Mathematical Applications and Algorithms, Linear Systems and statistics, or any of several IB or Advanced Placement math courses (Comparable concurrent credit college courses may be substituted where applicable); or
  - One unit of computer science chosen from ADE Essentials of Computer Programming, ADE Computer Science and Mathematics, AP Computer Science, AP Computer Science Principles, IB Computer Science, or other options approved by the ADE.

Natural Science: a total of three (3) units with lab experience chosen from

One unit of Biology; and

Two units chosen from the following three categories (three are acceptable options listed by the ADE for each)

- Physical Science
- Chemistry
- Physics or Principles of Technology I & II or PIC Physics; or

One unit from the three categories above and one unit of computer science chosen from ADE Essentials of Computer Programming, ADE Computer Science and Mathematics, AP Computer Science, AP Computer Science Principles, IB Computer Science, or other options approved by the ADE.

Social Studies: three (3) units

- Civics one-half (1/2) unit
- World History - one unit
- American History - one unit

Physical Education: one-half (1/2) unit

**Note:** While one-half (1/2) unit is required for graduation, no more than one (1) unit may be applied toward fulfilling the necessary units to graduate.

Health and Safety: one-half (1/2) unit

Economics – one half (1/2) unit – dependent upon the licensure of the teacher teaching the course, this can count toward the required three (3) social studies credits or the six (6) required Career Focus elective credits.

Fine Arts: one-half (1/2) unit

## **CAREER FOCUS: - Six (6) units**

All career focus unit requirements shall be established through guidance and counseling based on the student's contemplated work aspirations. Career focus courses shall conform to the curriculum policy of the district and reflect state curriculum frameworks through course sequencing and career course concentrations where appropriate.

## **CORE: Sixteen (16) units**

English: four (4) units – 9, 10, 11, and 12

Oral Communications: one-half (1/2) unit

Mathematics: four (4) units

- Algebra or its equivalent\* - 1 unit
- Geometry or its equivalent\* - 1 unit
- All math units must build on the base of algebra and geometry knowledge and skills.
- (Comparable concurrent credit college courses may be substituted where applicable)
- One unit of computer science chosen from ADE Essentials of Computer Programming, ADE Computer Science and Mathematics, AP Computer Science, AP Computer Science Principles, IB Computer Science, or other options approved by the ADE.

\*A two-year algebra equivalent or a two-year geometry equivalent may each be counted as two units of the four (4) unit requirement.

Science: three (3) units

- at least one (1) unit of biology or its equivalent

Two units chosen from the following three categories:

- Physical Science;
- Chemistry;
- Physics; or

One unit from the three categories above and one unit of computer science chosen from ADE Essentials of Computer Programming, ADE Computer Science and Mathematics, AP Computer Science, AP Computer Science Principles, IB Computer Science, or other options approved by the ADE.

Social Studies: three (3) units

- Civics one-half (1/2) unit
- World history, one (1) unit
- American History, one (1) unit

Physical Education: one-half (1/2) unit

**Note:** While one-half (1/2) unit is required for graduation, no more than one (1) unit may be applied toward fulfilling the necessary units to graduate.

Health and Safety: one-half (1/2) unit

Economics – one half (1/2) unit – dependent upon the licensure of the teacher teaching the course, this can count toward the required three (3) social studies credits or the six (6) required Career Focus elective credits.

Fine Arts: one-half (1/2) unit

**CAREER FOCUS: - Six (6) units**

All career focus unit requirements shall be established through guidance and counseling based on the student’s contemplated work aspirations. Career focus courses shall conform to the curriculum policy of the district and reflect state curriculum frameworks through course sequencing and career course concentrations where appropriate.

Cross References: STUDENT PROMOTION AND RETENTION; DIGITAL LEARNING COURSES

Legal References: Standards for Accreditation 9.03 – 9.03.1.9, 14.02; ADE Guidelines for the Development of Smart Core Curriculum Policy; ADE Rules Governing the Digital Learning Act of 2013; Smart Core Informed Consent Form 2016; Smart Core Waiver Form 2016; A.C.A. § 6-4-302; A.C.A. § 6-16-1406

Date Adopted: May 19, 2014; Last Revised: March 14, 2016

**SOLICITATION**

No items will be sold on the school campus or school bus without permission from the principal.

Last Revised: June 20, 2011

**SPECIAL EDUCATION**

The district shall provide a free appropriate public education and necessary related services to all children with disabilities residing within the district, required under the Individuals With Disabilities Education Act (“IDEA”), Section 504 of the Rehabilitation Act of 1973, the Americans With Disabilities Act, and Arkansas Statutes.

It is the intent of the district to ensure that students who are disabled within the definition of Section 504 of the Rehabilitation Act of 1973 are identified, evaluated and provided with appropriate educational services. Students may be disabled within the meaning of Section 504 of the Rehabilitation Act even though they do not require services pursuant to the IDEA.

For students eligible for services under IDEA, the District shall follow procedures for identification, evaluation, placement, and delivery of services to children with disabilities provided in state and federal statutes which govern special education. Implementation of an Individualized Education Program (IEP) in accordance with the IDEA satisfies the district’s obligation to provide a free and appropriate education under Section 504.

The Board directs the superintendent to ensure procedures are in place for the implementation of special education services and that programs are developed to conform to the requirements of state and federal legislation. The superintendent is responsible for appointing a district coordinator for overseeing district fulfillment of its responsibilities regarding handicapped students. Among the coordinator’s responsibilities shall be ensuring district enforcement of the due process rights of handicapped students and their parents.

Legal References: 34 C.F.R. 300 et seq.; 42 U.S.C. §12101 et seq. American with Disabilities Act; 29 U.S.C. § 794 Rehabilitation Act of 1973, Section 504; 20 U.S.C. §1400 et seq. Individuals with Disabilities Education Act; P.L. 108-446 The 2004 Reauthorization of the Individuals with Disabilities Act; A.C.A. § 6-41-201 et seq.

Last Adopted: July 1, 2008

## **STUDENT ACCELERATION**

The Board believes that acceleration is an effective and research-based intervention for the academic growth of students who are ready for an advanced or faster-paced curriculum. It can allow a student to move through the traditional educational setting more rapidly, based on assessed readiness, capability and motivation. At the same time, the Board understands that acceleration is not a replacement for gifted education services or programs.

Generally, acceleration can occur through one of two broad categories: content based and grade based. Grade based acceleration shortens the number of years a student would otherwise spend in K-12 education, while content based acceleration occurs within the normal K-12 time span. Either form of acceleration can be triggered by either a parent/guardian, student, or community member's request or by the referral of school personnel. In either case, the process of determining the appropriateness of the request shall be under the direction of the district/school Gifted and Talented Program Coordinator who shall convene the individuals necessary to make an informed decision which shall include the student's parents or guardians.

While the needs of the student should dictate when acceleration decisions are considered, the Board believes the optimal time for referrals is in the spring which gives adequate time for working through the determination process and for preparing those concerned for a smooth transition to the acceleration beginning in the following school-year.

The District's Gifted and Talented Program Coordinator will create a written format to govern the referral and determination process which shall be made available to any parent or staff member upon request.

The parents/guardians of any student whose request for acceleration has been denied may appeal the decision, in writing to the District's GT Coordinator. The District's GT Coordinator and the Acceleration Placement

Committee will again thoroughly review the case study that was completed on the student. Upon completion of the review, the Committee will either request additional new testing be conducted to help the Committee make its determination or it will uphold the initial decision. The Committee's decision may not be further appealed.

Legal Reference: ADE Gifted and Talented Rules

Date adopted: April 15, 2013

## **STUDENT HANDBOOK**

It shall be the policy of the Glen Rose School District that the most recently adopted version of the Student Handbook be incorporated by reference into the policies of the district. In the event that there is a conflict between the student handbook and a general board policy or policies, the more recently adopted language will be considered binding and controlling on the matter provided the parent(s) of the student, or the student if 18 years of age or older have acknowledged receipt of the controlling language.

Principals shall review all changes to student policies and ensure that such changes are provided to students and parents, either in the Handbook or, if changes are made after the handbook is printed, as an addendum to the handbook.

Principals and counselors shall also review Policies 4.45-SMART CORE CURRICULUM AND GRADUATION REQUIREMENTS and the current ADE Standards for Accreditation Rules to ensure that there is no conflict. If a conflict exists, the Principal and/or Counselor shall notify the Superintendent and Curriculum Coordinator immediately, so that corrections may be made and notice of the requirements given to students and parents.

Last Revised: April 15, 2013

## **STUDENT ORGANIZATION/EQUAL ACCESS**

Non-curriculum-related secondary school student organizations wishing to conduct meetings on school premises during non-instructional time shall not be denied equal access on the basis of the religious, political, philosophical, or other content of the speech at such meetings. Such meetings must meet the following criteria.

1. The meeting is to be voluntary and student initiated;
2. There is no sponsorship of the meeting by the school, the government, or its agents or employees;
3. The meeting must occur during non-instructional time;
4. Employees or agents of the school are present at religious meetings only in a non-participatory capacity;
5. The meeting does not materially and substantially interfere with the orderly conduct of educational activities within the school; and
6. Non-school persons may not direct, conduct, control, or regularly attend activities of student groups.

All meetings held on school premises must be scheduled and approved by the principal. The school, its agents, and employees retain the authority to maintain order and discipline, to protect the well-being of students and faculty, and to assure that attendance of students at meetings is voluntary.

Fraternities, sororities, and secret societies are forbidden in the District's schools. Membership to student organizations shall not be by a vote of the organization's members, nor be restricted by the student's race, religion, sex, national origin, or other arbitrary criteria. Hazing, as defined by law, is forbidden in connection with initiation into, or affiliation with, any student organization, extracurricular activity or sport program. Students who are convicted of participation in hazing or the failure to report hazing shall be expelled.

Legal References: A.C.A. § 6-5-201 et seq.; A.C.A. § 6-21-201 et. seq.; 20 U.S.C. 5071  
Equal Access Act; Board of Education of the Westside Community Schools v. Mergens, 496 U.S. 226 (1990); A.C.A. § 6-18-601 et. seq.

Last Revised: May 18, 2015

## **STUDENT PROMOTION AND RETENTION**

A disservice is done to students through social promotion and is prohibited by state law. The District shall, at a minimum, evaluate each student annually in an effort to help each student who is not performing at grade level. Parents or guardians shall be kept informed concerning the progress of their student(s). Notice of a student's possible retention or required retaking of a course shall be included with the student's grades sent home to each parent/guardian or the student if 18 or older. Parent-teacher conferences are encouraged and may be held as necessary in an effort to improve a student's academic success.

Any grades, course credits, and/or promotions received by a student while enrolled in the Division of Youth Services system of education shall be considered transferable in the same manner as those grades, course credits, and promotions from other accredited Arkansas public educational entities.

Promotion or retention of students, or their required retaking of a course shall be primarily based on the following criteria. Courses that are mandated for graduation that are failed must be made up. If there is doubt concerning the promotion or retention of a student or his/her required retaking of a course, a conference shall be held before a final decision is made that includes the following individuals:

- a) The building principal or designee;
- b) The student's teacher(s);
- c) School counselor
- d) A 504/special education representative (if applicable); and
- e) The student's parents.

The conference shall be held at a time and place that best accommodates those participating in the conference. The school shall document participation or non-participation in required conferences. If the conference attendees fail to agree concerning the student's placement or receipt of course credit, the final decision shall rest with the principal or the principal's designee.

Regardless of the student having earned passing grades, a student who falls under one of the following categories shall be considered for retention or shall not receive credit for the course associated with the assessment. The student:

- does not take the State mandated assessment for the student's grade level or course within the time frame specified by the State;
- takes the State mandated assessment but does not put forth a good faith effort on the assessment as determined by the assessment administrator/proctor.

The Superintendent or designee may wave this provision when the student's failure was due to exceptional or extraordinary circumstances.

Students who do not score proficient or above on their grade level State assessments shall be required to participate in an Academic Improvement Plan (AIP). Each AIP shall be developed by school personnel and the student's parents and shall be designed to assist the student in attaining the expected achievement level. The AIP shall also state the parent's role as well as the consequences for the student's failure to participate in the plan, which shall include the student's retention in their present grade.

All students must successfully pass all end-of-course (EOC) assessments they are required to take unless exempted by the student's individualized education program (IEP). To receive academic credit on his/her transcript in a course requiring a student to take a EOC assessment, the student must either receive a passing score on the initial assessment or successfully participate in the remediation program identified in his/her individualized Academic Improvement Plan (AIP) which shall focus on the areas in which the student failed to meet the necessary passing score. Additionally, the lack of credit could jeopardize the student's grade promotion or classification.

To the extent required by the State Board of Education, students in grade eleven (11) and below who do not meet the required score on a college and career readiness measurement shall participate in the remediation activities prescribed in his/her IAIP which may include additional opportunities to retake the measurement.

Such remediation shall not require the student to pass a subsequent college and career readiness measurement in order to graduate from high school.

Promotion/retention or graduation of students with an IEP shall be based on their successful attainment of the goals set forth in their IEP.

In addition to the possibility of retention or withholding of course credit, students who either refuse to sit for a State assessment or attempt to boycott a State assessment by failing to put forth a good faith effort on the assessment as determined by the assessment administrator/proctor, or whose parents do not send their student to school on the dates the assessments are originally administered or scheduled as make-up days shall not be permitted to participate in any non-curriculum related extracurricular activity, including school dances, prom, homecoming, senior events, and may be prevented from walking or participating in graduation exercises. The

student shall remain ineligible to participate until the student takes the same or a following State mandated assessment, as applicable, or completes the required remediation for the assessment the student failed to put forth a good faith effort on. The Superintendent or designee may wave this paragraph's provisions when the student's failure was due to exceptional or extraordinary circumstances. Students falling under the provisions of this paragraph shall be permitted to attend curriculum related field trips occurring during the school day.

Cross References: PARENT-TEACHER COMMUNICATION  
EXTRACURRICULAR ACTIVITIES - SECONDARY SCHOOLS  
EXTRACURRICULAR ACTIVITIES - ELEMENTARY

Legal References: A.C.A. 6-15-433; A.C.A. § 6-15-2001; A.C.A. § 6-15-2005; A.C.A. § 6-15-2009; A.C.A. 9-28-205; ADE Rules Governing the Arkansas Comprehensive Testing, Assessment, and Accountability Program and the Academic Distress Program; ADE Rules Governing Public School End-Of-Course Assessments and Remediation; Murphy v. State of Ark., 852 F.2d 1039 (8<sup>th</sup> Cir. 1988)

Date Adopted: May 19, 2014; Last Revised: May 18, 2015

## **STUDENT PUBLICATIONS AND THE DISTRIBUTION OF LITERATURE**

### **Student Publications**

All publications that are supported financially by the school or by use of school facilities, or are produced in conjunction with a class shall be considered school-sponsored publications. School publications do not provide a forum for public expression. Such publications, as well as the content of student expression in school-sponsored activities, shall be subject to the editorial control of the District's administration whose actions shall be reasonably related to legitimate pedagogical concerns and adhere to the following limitations.

1. Advertising may be accepted for publications that does not condone or promote products that are inappropriate for the age and maturity of the audience or that endorse such things as tobacco, alcohol, or drugs.
2. Publications may be regulated to prohibit writings which are, in the opinion of the appropriate teacher and/or administrator, ungrammatical, poorly written, inadequately researched, biased or prejudiced, vulgar or profane, or unsuitable for immature audiences.
3. Publications may be regulated to refuse to publish material which might reasonably be perceived to advocate drug or alcohol use, irresponsible sex, or conduct otherwise inconsistent with the shared values of a civilized social order, or to associate the school with any position other than neutrality on matters of political controversy.
4. Prohibited publications include:
  - a. Those that are obscene as to minors;
  - b. Those that are libelous or slanderous, including material containing defamatory falsehoods about public figures or governmental officials, which are made with knowledge of their falsity or reckless disregard of the truth;
  - c. Those that constitute an unwarranted invasion of privacy as defined by state law,
  - d. Publications that suggest or urge the commission of unlawful acts on the school premises;
  - e. Publications which suggest or urge the violation of lawful school regulations;
  - f. Hate literature that scurrilously attacks ethnic, religious, or racial groups.



## **Student Publications on School Web Pages**

Student publications that are displayed on school web pages shall follow the same guidelines as listed above plus they shall

1. Not contain any non-educational advertisements. Additionally, student web publications shall;
2. Adhere to the restrictions regarding use of Directory Information as prescribed in the Privacy of Students' Records/Directory Information, including not using a student's photograph when associated the student's name unless written permission has been received from the student's parent or student if over the age of 18.
3. State that the views expressed are not necessarily those of the School Board or the employees of the district.

## **Student Distribution of Non-school Literature, Publications, and Materials**

A student or group of students who distribute ten (10) or fewer copies of the same non-school literature, publications, or materials (hereinafter "non-school materials"), shall do so in a time, place, and manner that does not cause a substantial disruption of the orderly education environment. A student or group of students wishing to distribute more than ten (10) copies of non-school materials shall have school authorities review their non-school materials at least three (3) school days in advance of their desired time of dissemination. School authorities shall review the non-school materials, prior to their distribution and will bar from distribution those non-school materials that are obscene, libelous, pervasively indecent, or advertise unlawful products or services. Material may also be barred from distribution if there is evidence that reasonably supports a forecast that a substantial disruption of the orderly operation of the school or educational environment will likely result from the distribution. Concerns related to any denial of distribution by the principal shall be heard by the superintendent, whose decision shall be final.

The school principal or designee shall establish reasonable regulations governing the time, place, and manner of student distribution of non-school materials.

The regulations shall:

1. Be narrowly drawn to promote orderly administration of school activities by preventing disruption and may not be designed to stifle expression;
2. Be uniformly applied to all forms of non-school materials;
3. Allow no interference with classes or school activities;
4. Specify times, places, and manner where distribution may and may not occur; and
5. Not inhibit a person's right to accept or reject any literature distributed in accordance with the regulations
6. Students shall be responsible for the removal of excess literature that is left at the distribution point for more than five (5) days.

The Superintendent, along with the student publications advisors, shall develop administrative regulations for the implementation of this policy. The regulations shall include definitions of terms and timelines for the review of materials.

Legal References:       A.C.A. § 6-18-1202, 1203, & 1204  
                                  Tinker v. Des Moines ISD, 393 U.S. 503 (1969)  
                                  Bethel School District No. 403 v. Fraser, 478 U.S. 675 (1986)  
                                  Hazelwood School District v. Kuhlmeier, 484 U.S. 260 (1988)

Date Adopted: June 18, 2007; Last Revised: July 1, 2008

## **STUDENT VEHICLES**

GRHS makes every effort to work with those students who need to work and who need to drive their vehicles to school. A student who has presented a valid driver's license and proof of insurance to the appropriate office personnel, may apply to drive his/her vehicle to school. On arrival at school all driving students will park their vehicle in the high school parking lot. The student will exit the vehicle and the parking lot until such time that

he or she is ready to leave school. Students are not permitted to loiter in parking areas and are not to return to their vehicles for any reason unless he/she is given permission to do so by school personnel. Parking on school property is a privilege which may be denied or suspended to a student for any disciplinary violation, at the discretion of the student's building principal.

It is understood that there is no expectation of privacy in vehicles in parking areas. Drivers of vehicles parked on a school campus will be held accountable for illegal substances or any other item prohibited by District policy found in their vehicle.

Students shall park in front of the high school building in designated student parking only. Only students who have been issued a vehicle permit may park or drive on campus. Vehicle permits are issued through the high school administration office. Students may be asked to pay a nominal fee for each vehicle permit.

**A STUDENT HAVING A WORK PERMIT MUST LEAVE THE CAMPUS FIVE (5) MINUTES AFTER HIS/HER LAST CLASS FOR THE DAY. ANY USE OF AN AUTOMOBILE IN THE VICINITY OF THE SCHOOL WHICH CREATES A HAZARDOUS SITUATION IS PROHIBITED.** Students who fail to follow the above rules can and will have their vehicles towed at the owner's expense. The act of a student parking a vehicle on campus is a grant of permission for school or law enforcement authorities to search that vehicle.

**NOTE:** The high school administrator retains the right to revoke privileges immediately in severe circumstances.

Last Revised: July 15, 2013

## **STUDENTS WHO ARE FOSTER CHILDREN**

The District will afford the same services and educational opportunities to foster children that are afforded other children and youth. The District shall work with the Department of Human Services ("DHS"), the Arkansas Department of Education (ADE) and individuals involved with each foster child to ensure that he/she is able to maintain his/her continuity of educational services to the fullest extent that is practical and reasonable.

The Superintendent or his/her designee shall appoint an appropriate staff person to be the local educational liaison for foster children and youth whose responsibilities shall include ensuring the timely school enrollment of each foster child and assisting foster children who transfer between schools by expediting the transfer of relevant educational records.

The District, working with other individuals and agencies shall, unless the presiding court rules otherwise, ensure that the foster child remains in his/her school of origin, even if a change in the foster child's placement results in a residency that is outside the district. In such a situation, the District will work with DHS to arrange for transportation to and from school for the foster child to the extent it is reasonable and practical.

Upon notification to the District's foster care liaison by a foster child's caseworker that a foster child's school enrollment is being changed to one of the District's schools, the school receiving the child must immediately enroll him/her. Immediate enrollment is required even if a child lacks the required clothing, academic or medical records, or proof of residency.

A foster child's grades shall not be lowered due to absence from school that is caused by a change in the child's school enrollment, the child's attendance at dependency-neglect court proceedings, or other court-ordered counseling or treatment.

Any course work completed by the foster child prior to a school enrollment change shall be accepted as academic credit so long as the child has satisfactorily completed the appropriate academic placement assessment.

If a foster child was enrolled in a District school immediately prior to completing his/her graduation requirements while detained in a juvenile detention facility or while committed to the Division of Youth Services of DHS, the District shall issue the child a diploma.

Cross References: RESIDENCE REQUIREMENTS, ENTRANCE REQUIREMENTS,  
ABSENCES

Date Adopted: June 20, 2011; Last Revised: May 28, 2015

## SUSPENSION FROM SCHOOL

Students not present at school cannot benefit from the educational opportunities the school environment affords. Administrators, therefore, shall strive to find ways to keep students in school as participants in the educational process. There are instances, however, when the needs of the other students or the interests of the orderly learning environment require the removal of a student from school. The Board authorizes school principals or their designees to suspend students for disciplinary reasons for a period of time not to exceed ten (10) school days, including the day upon which the suspension is imposed. The suspension may be in school or out of school. **Only official school days will be counted toward suspension.** Students are responsible for their conduct that occurs:

- at any time on the school grounds;
- off school grounds at a school-sponsored function, activity, or event;
- going to and from school or a school activity.

A student may be suspended for behavior including, but not limited to that which:

1. Is in violation of school policies, rules, or regulations;
2. Substantially interferes with the safe and orderly educational environment;
3. School administrators believe will result in the substantial interference with the safe and orderly educational environment; and/or
4. Is insubordinate, incorrigible, violent, or involves moral turpitude.

Out-of-school suspension shall not be used to discipline a student for skipping class, excessive absences, or other forms of truancy.

The school principal or designee shall proceed as follows in deciding whether or not to suspend a student.

- a. The student shall be given written notice or advised orally of the charges against him/her;
- b. If the student denies the charges, he/she shall be given an explanation of the evidence against him/her and be allowed to present his/her version of the facts;
- c. If the principal finds the student guilty of the misconduct, he/she may be suspended.

When possible, notice of the suspension, its duration, and any stipulations for the student's re-admittance to class will be given to the parent(s), legal guardian(s), or to the student if age 18 or older prior to the suspension. Such notice shall be handed to the parent(s), legal guardian(s), or to the student if age 18 or older or mailed to the last address reflected in the records of the school district.

Generally, notice and hearing should precede the student's removal from school, but if prior notice and hearing are not feasible, as where the student's presence endangers persons or property or threatens disruption of the academic process, thus justifying immediate removal from school, the necessary notice and hearing should follow as soon as practicable.

It is the parents' or legal guardians' responsibility to provide current contact information to the district which the school shall use to immediately notify the parent or legal guardian upon the suspension of a student. The notification shall be by one of the following means, listed in order of priority:

- A primary call number;
  - The contact may be by voice, voice mail, or text message.
- An email address;
- A regular first class letter to the last known mailing address.

The District shall keep a log of contacts attempted and made to the parent or legal guardian.

During the period of their suspensions, students serving out-of-school suspensions shall not be permitted on campus except to attend a student/parent/administrator conference. The student may return to activities when he/she returns to his/her regular classroom schedule.

During the period of their suspension, students serving in-school suspension shall not attend or participate in any school-sponsored activities during the imposed suspension.

Suspensions initiated by the principal or his/her designee may be appealed to the Superintendent, but not to the Board. Suspensions initiated by the Superintendent may be appealed to the Board.

Cross References: ABSENCES

Legal References: A.C.A. § 6-18-507; *Goss v Lopez*, 419 U.S. 565 (1975)

Date Adopted: June 18, 2007; Last Revised: June 20, 2016

## **TARDIES**

Habitual tardiness and the attendant distraction of classes will not be tolerated. A student not being in his/her seat when the tardy bell BEGINS to ring will be considered tardy. Students arriving at school late due to car trouble, etc., will receive an unexcused tardy. Each additional unexcused tardy beyond two (2) will result in disciplinary action as follows:

- 1st unexcused tardy - no penalty
- 2nd unexcused tardy - verbal warning
- 3rd unexcused tardy - 1 day noon detention hall.
- 4th unexcused tardy - 2 days noon detention hall.
- 5th unexcused tardy - Saturday School

**Additional tardies may result in a minimum of Saturday School to a maximum of out-of-school suspensions. Tardies start over at the beginning of the semester.**

Tardies may be excused by an administrator or a teacher who had detained the student beyond a time that would reasonably allow the student to reach the next period class prior to the ringing of the tardy bell.

## **TEACHER INFORMATION REQUEST**

As a parent or guardian of a student in the Glen Rose District you have the right to know the professional qualifications of your child's teacher. Federal law allows you to ask for certain information about your child's teacher and requires the district to provide you with this information in a timely manner. Specifically, you can ask for the following information about your child's teacher:

Whether the Arkansas Department of Education (ADE) has licensed or qualified the teacher for the grades or subject that he/she teaches.

- Whether the ADE has decided that the teacher can teach under an Arkansas Provisional License due to holding a teaching license from another state.
- The teacher's college major

- Whether the teacher has an advanced degree and if so, the subject area.
- Whether there are teaching assistants or similar paraprofessionals providing services to your child and if there are, what their qualifications are.

If you would like to receive any information, send a letter to the High School principal and a parent request form will be sent. After this form is returned, a response will be mailed in a timely manner.

## **TELEPHONE USAGE**

Students may use the phone in the school office for calls of an emergency nature during class time. Social and non-emergency calls will not be allowed during class time.

## **TOBACCO USE POLICY**

### **Tobacco Products**

The health hazards of tobacco use have been well established. This policy stated is established to (1) reflect and emphasize the hazards of tobacco use; (2) be in compliance with state and federal laws; (3) protect the health and safety of all students, employees and the general public; and (4) set an example of non-tobacco use by adults.

### **Overview**

Tobacco is the number one killer and the leading cause of preventable death in Arkansas. To support and model a healthy lifestyle for our students, the school board of Glen Rose establishes the following tobacco-free policy.

The Glen Rose School District and all of its school properties shall be tobacco-free 24 hours a day, 365 days per year. This includes all days when school is not in session and all functions taking place on school grounds such as athletic functions and other activities not associated with, or sponsored by, the school.

### **Possession and Use**

Smoking or use of tobacco or products containing tobacco in any form (including, but not limited to cigarettes, cigars, chewing tobacco, and snuff) in or on any property owned or leased by a District school, including school buses, is prohibited. Specifically, the prohibition includes any product that is manufactured, distributed, marketed, or sold as e-cigarettes, e-cigars, e-pipes, or under any other name or descriptor. Students who violate this policy may be subject to legal proceedings in addition to student disciplinary actions. The use of tobacco products by all school employees on district property or in district vehicles and at school-sponsored functions is prohibited at all times.

The use of tobacco products by all visitors to the school district property is prohibited. This includes non-school hours and all events sponsored by the school or others.

Advertising of tobacco products is prohibited in school buildings, on school property, at school functions and in all school publications. This includes clothing that advertises tobacco products.

### **Prevention Education**

Tobacco prevention education will be incorporated into the district's 9-12 comprehensive health curriculum so that students will be aware of the health and social consequences of use/nonuse of tobacco products. Teachers whose instructional assignments include tobacco use prevention education will be trained in order that students will be afforded the most effective delivery of the district's classroom-based tobacco prevention education.

### **Communicating to Students, Staff, and Public**

This policy will be printed in the employee and the student handbooks. It will be posted in highly visible places in all schools of the district. Signs will be posted at all entrances of school buildings, school properties and athletic facilities. Parents and guardians shall be sent notification in writing, and the local media will be asked to communicate this tobacco-free policy community-wide.

## **Enforcement and Cessation**

### **A. High School/Middle School Students (Grades 5-12)**

#### First offense:

Will result in any or all of the following: confiscate tobacco products, notify parents, notify police, meeting and assessment with substance abuse educator or designated staff, participation in tobacco education program and/or Saturday detention. Offer student resources for available cessation programs.

#### Second offense:

Will result in any or all of the following: confiscate tobacco products, notify parents, parental conference, notify police, meeting and assessment with substance abuse educator or designated staff, mandatory Tobacco Education Program and 3 day in-school suspension. Offer student resources for available cessation programs.

#### Third offense:

Will result in any or all of the following: confiscate tobacco products, notify parents, notify police, turn tobacco product over to police, parental conference, meeting with substance abuse educator or designated staff, 3 day out-of-school suspension, and/or offer student resource for available cessation programs.

#### Fourth offense:

Will result in any or all of the following: confiscate tobacco products, notify parents, notify police, turn tobacco product over to police, parental conference, meeting with substance abuse educator or designated staff, five day out-of-school suspension, Offer student resource for available cessation programs.

#### Subsequent offense:

Recommendation for expulsion

### **B. Visitors**

Visitors to the district facilities must comply with regulations. Smoking or use of tobacco products by visitors is prohibited. This includes non-school hours and all functions of the school, athletic or otherwise. This also includes other organizations using school property.

Anyone found smoking or using tobacco products will be asked by the appropriate school official to refrain from smoking or tobacco use while on district property. The visitors will be informed of the school's tobacco-free policy. If the visitor does not comply he/she will be asked to leave. If the person refuses to leave, the police may be called.

## **Definitions**

For purposes of this policy, "tobacco" is defined to include any lit or unlit cigarette, cigar, pipe, bidi, clove cigarette, and any other smoking product and spit tobacco, also known as smokeless tobacco, dip, chew, snuff, in any form, and e-cigarettes, e-cigars, e-pipes, or under any other name or descriptor.

For purposes of this policy "tobacco use" includes smoking, which means carrying or having in one's possession a lighted cigarette, cigar, pipe or other object giving off or containing any substance giving off smoke, and chewing spit tobacco, also known as smokeless tobacco, dip, chew, and snuff, in any form.

With the exception of recognized tobacco cessation products, this policy's prohibition includes any tobacco nicotine delivery system or product. The term "use" means the chewing, lighting and smoking of any tobacco product.

Legal References: A.C.A. §6-21-609

Date Adopted: June 6, 2002; Revised: June 20, 2011

## **TRANSFERS**

The Glen Rose District shall review and accept or reject requests for transfers, both into and out of the district, on a case by case basis.

The District may reject a nonresident's application for admission if its acceptance would necessitate the addition of staff or classrooms, exceed the capacity of a program, class, grade level, or school building, or cause the District to provide educational services not currently provided in the affected school. The District shall reject applications that would cause it to be out of compliance with applicable laws and regulations regarding desegregation.

The board of education will allow out of district transfers to districts that reciprocate in allowing student transfers, provided the family presents a legitimate hardship or extenuating circumstance. Transfers will only be allowed to the extent that a balance between the two districts of not more than 1.5 student transfers out of district to 1 transfer into district is maintained. Example (a maximum of 6 transfers out of district would be allowed with 4 transfers into the district or 12 transfers out of district for every 8 transfers into district).

Any student transferring from a school accredited by the Department of Education to a school in this district shall be placed into the same grade the student would have been in had the student remained at the former school. Any grades, course credits, and/or promotions received by a student while enrolled in the Division of Youth Services system of education shall be considered transferable in the same manner as those grades, course credits, and promotions from other accredited Arkansas public educational entities.

Any student transferring from home school or a school that is not accredited by the Department of Education to a District school shall be evaluated by District staff to determine the student's appropriate grade placement.

The Board of Education reserves the right, after a hearing before the Board, not to allow any person who has been expelled from another district to enroll as a student until the time of the person's expulsion has expired.

Prior to the hearing, the Superintendent will obtain a full report from the former district concerning expulsion. At the hearing, the Board will review the report from the former district, and have an opportunity to question the student and his or her parents concerning the alleged conduct. The Board may rule that the student may not enroll until the student's expulsion from his or her former district has expired.

Except as otherwise required or permitted by law, the responsibility for transportation of any nonresident student admitted to a school in this District shall be borne by the student or student's parents. The District and the resident district may enter into a written agreement with the student or student's parents of provide transportation to or from the District, or both.

Legal References:       A.C.A. § 6-18-316; A.C.A. § 6-18-317; A.C.A. § 6-18-318; A.C.A. § 6-18-510;  
                              A.C.A. § 6-15-504(f); A.C.A. § 9-28-113(b)(4); A.C.A. § 9-28-205; State Board of  
                              Education Standards of Accreditation 12.05

Date Adopted: June 6, 2002; Last Revised: February 17, 2015

## **TRANSPORTATION (SCHOOL SPONSORED TRIPS)**

When students are required to ride school provided transportation to a school sponsored event, the students will be required to return on the same transportation except under the following circumstances:

1. The student became ill or injured requiring medical care beyond that available at the activity site.
2. With approval of the activity sponsor, the parent or legal guardian of the student signs the student out with the activity sponsor or designee and provides transportation for the student back home.

## **TRUANCY**

Truancy is defined as one or more of the following:

1. An absence from class or school without previous knowledge of a parent or school official.
2. Being on campus and not being in the assigned class.
3. Leaving school without following the sign-out procedure in the office.

Students guilty of truancy shall receive the following disciplinary consequences:

A minimum of verbal warning/parent notification and a maximum of a suspension.

NOTE: ABSENCES DEFINED AS TRUANCIES SHALL BE UNEXCUSED.

## **VIDEO SURVEILLANCE AND OTHER STUDENT MONITORING**

The Board of Directors has a responsibility to maintain discipline, protect the safety, security, and welfare of its students, staff, and visitors while at the same time safeguarding district facilities, vehicles, and equipment. As part of fulfilling this responsibility, the board authorizes the use of video/audio surveillance cameras, automatic identification technology, data compilation devices, and technology capable of tracing the physical location of district equipment, students, and/or personnel. The placement of video/audio surveillance cameras shall be based on the presumption and belief that students, staff and visitors have no reasonable expectation of privacy anywhere on or near school property, facilities, vehicles, or equipment, with the exception of places such as rest rooms or dressing areas where an expectation of privacy is reasonable and customary.

Signs shall be posted on campus buildings and in district vehicles to notify students, staff, and visitors that video cameras may be in use. Parents and students shall also be notified through the student handbook that cameras may be in use in school buildings, on school grounds and in school vehicles. Students will be held responsible for any violations of school discipline rules caught by the cameras and other technologies authorized in this policy.

The district shall retain copies of video recordings until they are erased which may be accomplished by either deletion or copying over with a new recording. Other than video recordings being retained under the provision of this policy's following paragraph, the district's video recordings may be erased any time greater than 21 days after they were created.

Videos, automatic identification or data compilation containing evidence of a violation of student conduct rules and/or state or federal law shall be retained until the issue of the misconduct is no longer subject to review or appeal as determined by board policy or student handbook; any release or viewing of such records shall be in accordance with current law.

Students who vandalize, damage, disable or render inoperable (temporarily or permanently) surveillance cameras and equipment, automatic identification, or data compilation devices shall be subject to appropriate disciplinary action.

Legal References: 20 USC 1232(g); 20 U.S.C.7115; 34 CFR 99.3, 4, 5, 7, 8, 10, 12, 31

Date Adopted: June 18, 2007; Last Revised: June 20, 2011

## **VISITORS**

Parents, grandparents, legal guardians, business, and community members are welcome and encouraged to visit District schools. To minimize the potential for disruption of the learning environment, visitors, for a purpose other than to attend an activity open to the general public, are required to first report to the school's main office. No one shall be exempt from this requirement. Visitors who are Level 3 or Level 4 sex offenders may only enter a school campus under the provisions listed in Policy 6.10 found in the school board policy handbook.

Parents and legal guardians are encouraged to participate in regularly scheduled visitation events such as school open houses and parent/teacher conferences. Additional conferences are best when scheduled in advance.



Conferences shall be scheduled at a time and place to accommodate those participating in the conference. Visits to individual classrooms during class time are permitted on a limited basis with the principal's prior approval and the teacher's knowledge.

Parents wishing to speak to their children during the school day shall register first with the office.

The board strongly believes that the purpose of school is for learning. Social visitors, generally, disrupt the classroom and interfere with learning that should be taking place. Therefore, visiting with students at school is strongly discouraged, unless approved by the principal and scheduled in advance. This includes visits by former students, friends, and/or relatives of teachers or students. Any visitation to the classroom shall be allowed only with the permission of the school principal and all visitors must first register at the office.

The District has the right to ask disruptive visitors to leave its school campuses. Principals are authorized to seek the assistance of law enforcement officers in removing any disruptive visitors who refuse to leave school property when requested to do so.

Visitors to the campus must gain approval 24 hours prior to the visit, unless approved by the administration.

**Note:** Lunch visitors are not allowed to bring outside food to the campus.

Legal References: A.C.A. § 6-21-606; A.C.A. § 6-21-607

Date Adopted: June 6, 2002; Date Last Revised: June 20, 2011

## **WEATHER INFORMATION**

In case of inclement weather (snow, freezing rain, floods, etc.) please watch the following television stations for closings, delayed openings, or early dismissal of school:

1. KARK Channel 4
2. KATV Channel 7
3. KATHV Channel 11
4. FOX 16 Channel 16

**IF CIRCUMSTANCES ALLOW, PARENTS AND/OR GUARDIANS WILL BE NOTIFIED THROUGH THE AUTOMATED CALLING PROGRAM.**